

**U.S. Department of Energy**



**DOE FEDERAL TRAINING FUNCTION A-76 STUDY  
PERFORMANCE WORK STATEMENT  
SUMMARY BY TRAINING ENTERPRISE SUPPORT**

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**Prepared for  
The United States Department of Energy  
1000 Independence Avenue, SW  
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**DOE FEDERAL TRAINING FUNCTION A-76 STUDY  
PERFORMANCE WORK STATEMENT****Table of Contents**

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## 1.0 INTRODUCTION

### 1.1 DOE Federal Training Support Services Function Overview

The Department of Energy (DOE), including the National Nuclear Security Administration, is committed to developing a versatile and well-trained Federal workforce that meets the changing needs of DOE's future. Through a corporate approach to training and development, DOE's vision is to have a workforce – comprised of professional, administrative, scientific and technical employees -- whose skills and capabilities are "best in class." A workforce that increasingly develops and improves in an environment of continual learning provides the agency greater efficiency and effectiveness in accomplishing its mission.

The objective of this contract is to provide training support services to DOE, as described by the Performance Work statement (PWS). Training support services include but are not limited to needs assessment, evaluation, customer service, subject matter expertise, employee development, leadership/managerial development and technical qualification program support.

### 1.2 Organization of the Performance Work Statement

This PWS is organized in sections that define both the work to be performed and the relationship between DOE and the New Training Enterprise Services organization. The overall scope of work to be performed is described in Section 2.0, Scope of Work, and detailed performance requirements and objectives for this work are specified in Section 3.0, Performance Requirements. Sections 4.0, Key Personnel, describes qualifications, training, and other requirements necessary to enable SP (Training Enterprises Support) personnel to perform the work described in this PWS. Section 5.0, General Requirements, addresses reporting, quality control, safety, and other issues which are pertinent to SP performance. Sections 6.0 and 7.0 describe what facilities, equipment, and services will be provided by the Government and the SP respectively. Section 8.0, Transition Plan, describes requirements for phase-in.

Additional information referenced in this document is provided in the following Appendices:

- Appendix A: DOE Locations
- Appendix G: Training Delivery Providers

- Appendix B: Estimated Workload
- Appendix C: Facilities and Equipment
- Appendix D: Required Reports
- Appendix E: Government Provided Management Information Systems
- Appendix F: Performance Requirements Summary
- Appendix H: Definitions and Acronyms
- Appendix I: Publications and Forms
- Appendix J: Existing Training Contracts
- Appendix K: Career Development Programs
- Appendix L: Recommend Positions For Cost Comparison Study
- Appendix M: Sample Technical Qualification Card

## 2.0 SCOPE OF WORK

### 2.1 General Requirements

The SP (now Enterprise Training Services [ETS]) shall:

- 2.1.1 Serve as a liaison for DOE Federal Training Function with DOE specified locations. A list of DOE locations is provided in Appendix A: DOE Locations.
- 2.1.2 Provide policy recommendations on development, coordination, implementation, and evaluation of DOE-wide training in accordance with DOE Order 360.1B, Section 5e to the Contracting Officer Representative (COR) when requested. The recommendations include but are not limited to training planning, resource management, needs assessment, development, delivery, accreditation of training, assessment responsibilities and issues, and corrective and process improvement actions. It also includes provision of professional advice and consulting assistance to DOE.
- 2.1.3 Final policy decisions on recommendations remain with the Federal Government, specifically the Director of ME 51.
- 2.1.4 When requested by the COR, the SP will assist DOE Managers with interagency liaison and provide input and recommendations for interagency agreements in respect to DOE-wide training in accordance with DOE Order 360.1B, Section 5e(3).
- 2.1.5 Administer and ensure multi-element DOE training in accordance with DOE Order 360.1-1B and DOE Manual 360.1-1B, paragraph 4B.
- 2.1.6 Provide an annual training plan in accordance with DOE Manual 360.1-1B, Chapter I, Section 3. The training plan shall include but not be limited to recommended objectives and priorities for the DOE Federal Training Function, identifying the estimated number of employees to be trained, types and sources of training, resource requirements, and evaluation processes. The training plan shall be provided to the COR for review and approval by *September 30* of each year. The COR will approve any changes to this plan.
- 2.1.7 Provide support to each DOE element in preparation of its annual training plan in accordance with DOE Manual 360.1-1B, Chapter I, Section 3 by *July 31* of each year. Support shall include but not be limited to recommendations for objectives and priorities for the DOE element, identifying the estimated number of employees to be trained, types and sources of training, resource requirements, and evaluation processes.

- 2.1.8 Provide all personnel, facilities, materials, supplies, equipment, and services required for the performance of the work in this PWS, which are not provided by the Government. Government-furnished property and services are addressed in Section 6.0.

## 2.2 Workload Requirements

- 2.2.1 The SP shall provide training support services for management of the estimated summary of estimated DOE Federal Training Instances as shown in Table C-1 (base year and option years). This information represents the Government's best estimate of future workload, using data available as of 2002. For future reference, the National Nuclear Security Administration (NNSA) completed reorganization in 2003. This reorganization has changed several site names. Albuquerque is now referred to as the NNSA Service Center; NNSA NV is referred to as Nevada Site Office; and Oakland is referred to as Livermore Site Office. For the purpose of this PWS, all names remained as they were in 2002.

**Table C-1**  
**ESTIMATED DOE FEDERAL TRAINING INSTANCES SUMMARY**

| Location       | Within DOE   | Other Federal Agencies | Other Organizations |
|----------------|--------------|------------------------|---------------------|
| Albuquerque    | 4368         | 0                      | 0                   |
| Chicago        | 1750         | 0                      | 0                   |
| EM             | 494          | 0                      | 0                   |
| FE             | 148          | 0                      | 0                   |
| NE             | 151          | 0                      | 0                   |
| NETL           | 1165         | 0                      | 0                   |
| RW             | 212          | 0                      | 0                   |
| SC             | 149          | 0                      | 0                   |
| Idaho          | 2571         | 0                      | 0                   |
| ME             | 918          | 0                      | 0                   |
| NNSA HQ        | 1736         | 0                      | 0                   |
| NNSA NV        | 2138         | 0                      | 0                   |
| Oakland        | 474          | 0                      | 0                   |
| Oak Ridge      | 3051         | 0                      | 0                   |
| Ohio           | 862          | 0                      | 0                   |
| Richland       | 3250         | 0                      | 0                   |
| Rocky Flats    | 1204         | 0                      | 0                   |
| Savannah River | 1794         | 0                      | 0                   |
| SPRO           | 408          | 0                      | 0                   |
| <b>Totals</b>  | <b>26843</b> | <b>0</b>               | <b>0</b>            |

- 2.2.2 In Appendix B, Estimated Workload, a table is provided that represents the estimated level of effort for the indicated sections. This information represents the Government's best estimate of future workload, using data and experience of the Federal work force performing the tasks as described in the PWS. The summary of the information shown in Table C-1 is further divided into specific locations and title of course(s), as well as the start and end dates for each course. See Appendix H for a definition of a training instance.

- 2.2.3 DOE Federal officials will approve and authorize training and certify that appropriate funds are available. Payments to Contractors delivering training will not be passed through this contract.

### **2.3 Reporting Requirements**

The SP shall provide recurring reports to the COR. Detailed instructions on requirements for report format, content, distribution, and due dates will be provided upon award; instructions may be changed with a 30 calendar day advance notice to the SP. A list of all required reports is included as Appendix D: Required Reports.

## **3.0 PERFORMANCE REQUIREMENTS**

This is a performance-based contract subject to objectives, measures, and expectations contained in this PWS. The SP agrees that unacceptable work as designated by the COR must be corrected by the SP at no additional cost to the Government. The SP will be evaluated annually. Ratings will be provided to the SP for comment. Poor performance or receiving an unsatisfactory rating *may result in the Government not exercising the next option period.*

This section of the PWS provides specific performance-oriented requirements that the SP is required to meet in providing DOE Federal Training support services. The requirements identified as most critical to contract performance are set forth in Appendix F: Performance Requirements Summary (PRS). The PRS contains the Government's intended quality assurance standards (objectives), procedures for monitoring compliance with the standards (measures), and definitions of satisfactory performance ratings (expectations) for these critical requirements.

### **3.1 Needs Assessment**

The SP (Enterprises Training Services) shall:

- 3.1.1 Annually assist each DOE element in identifying its critical training needs through organizational, occupational, and individual assessment using information such as but not limited to revised or updated IDPs by June 30 of each year in accordance with DOE Order 360.1B, Section 4b, DOE Manual 360.1-1B, Chapter I, Section 4, and DOE M 426.1, Federal Technical Capability Manual (FTCM), Section 4b.
- 3.1.2 Coordinate and evaluate multi-element training needs assessments that are designed to meet DOE-wide training program objectives in accordance with DOE Order 360.1B, Section 4b, DOE Manual 360.1-1B, Chapter I, Section 4, and DOE M 426.1, FTCM, Section 4b.
- 3.1.3 Assist in developing of new needs assessments whenever new training requirements are issued, when job performance is identified as below standard, and when requests for changes to current training or for new training are received in accordance with DOE Manual 360.1-1B, Chapter I, Section 4 and DOE M 426.1, Federal Technical Capability Manual, Section 4b.

### **3.2 Evaluation**

The SP shall:

- 3.2.1 Monitor functions that include but are not limited to initiating, evaluating, and tracking improvements to training curricula, while ensuring training materials are current, evaluating training facilities to determine that training is conducted in the setting most suitable for the

- particular training content, and monitoring regulatory developments in accordance with DOE Order 360.1B, Section 4g and 4l. Report any discrepancies and recommend corrective actions to the COR.
- 3.2.2 Verify 25% of course offerings each quarter that training is based on needs assessment data and reflects job performance requirements.
  - 3.2.3 Verify 25% of course offerings each quarter that learning objectives are observable and measurable. The objectives shall consider what should be the appropriate training method or setting, to include but not limited to self-paced instruction, on-the-job training (OJT), simulator, laboratory or workshop, computer based, and classroom.
  - 3.2.4 Verify 25% of course offerings each quarter that training evaluation standards include but are not limited to determination of: testing limitations; task elements to be tested; clearly defined knowledge, skills, and abilities requirements; entry-level requirements; clearly stated conditions and standards; doable objectives; and equitable scoring methods.
  - 3.2.5 Verify 25% of course offerings each quarter that established course testing requirements, and in response to or approved by the COR in the annual training plan, are in accordance with DOE HDBK 1078 94, Chapter 3, Section 3.3 (can be found on the DOE web site <http://www.directives.doe.gov>).
  - 3.2.6 Verify 25% of course offerings each quarter that test items are consistent with the learning objectives to include but not limited to test item format and number of test items to be developed, as well as skill and knowledge test items, validating contents of test items and incorporating items into test bank for future use in accordance with DOE HDBK 1078 94, Chapter 3, Section 3.3.
  - 3.2.7 Verify 25% of course offerings each quarter that tests include but are not limited to determination of performance-testing limitations, scoring methods for performance tests, and test administration guidelines in accordance with DOE HDBK 1078 94, Chapter 3, Section 3.3.
  - 3.2.8 Verify 25% of course offerings each quarter that course loading and scheduling requirements are determined in accordance with DOE-HDBK-1078-94, Chapter 3, Section 3.5.2.
  - 3.2.9 Verify 25% of course offerings each quarter that course curriculum outline is developed in accordance with DOE-HDBK-1078-94, Section 3.5.8.
  - 3.2.10 Verify 25% of course offerings each quarter that selected training methods include but not limited to lecture, demonstration, practice, discussion, facilitation, oral questioning, role playing, walk-through, and self-pacing in accordance with DOE-HDBK-1078-94, Section 4.1.
  - 3.2.11 Verify 25% of course offerings each quarter that lesson plans include but are not limited to documenting learning objectives and developing content, learning activities, training equipment, and training materials needed for training is in accordance with DOE-HDBK-1078-94, Section 4.2.
  - 3.2.12 Verify 25% of course offerings each quarter that printed material for training purposes is in accordance with DOE-HDBK-1078-94, Section 4.3.
  - 3.2.13 Verify 25% of course offerings each quarter that training is conducted in accordance with DOE Order 360.1B and DOE Manual 360.1-1B.

- 3.2.14 Verify 25% of course offerings each quarter that in-training evaluations include but are not limited to collecting evaluation information from test performance data, as well as instructor and trainee critiques in accordance with DOE Order 360.1B, Section 4l and DOE Manual 360.1-1B, Chapter I, Sections 9 and 13.
- 3.2.15 Assist the COR in obtaining market surveys, drafting work statements, evaluation criteria, and solicitation documentation; as well as in evaluating proposals for training courses, seminars, general training, and support services.
  - 3.2.15.1 If current training providers are not available, then recommend a new training provider. If recommending a new training provider, the SP shall do a market analysis and provide to the COR.
- 3.2.16 Collect employee and supervisor feedback on training adequacy and the training system's ability to meet training goals and objectives in accordance with DOE Order 360.1B, Section 4g and 4l. Analyze information collected to include but not limited to frequency distributions, exception analysis, content analysis, and root cause identification. Provide a report on this analysis to the COR within 15 calendar days after the end of each quarter.
- 3.2.17 Collect data on behavior changes of students if requested by the COR in accordance with DOE Order 360.1B, Section 4g and DOE HDBK 1078-94, Section 6.
- 3.2.18 Perform data collection and analysis of costs and benefits if requested by the COR in accordance with DOE Order 360.1B, Sections 4g, 5e(1) (2) (4) and DOE HDBK 1078-94, Section 6.

### **3.3 Customer Service**

The SP shall:

- 3.3.1 Provide a customer service function to students, attendees, and supervisors regarding classes, seminars, workshops, and special programs offered, class schedules, class cancellations and rescheduling, enrollment procedures, course prerequisites, course waivers, classroom assignments and course locations. This function shall include but not be limited to course catalogs with course descriptions, offering dates, costs, student registration information, facilities, amenities, and research resources. This function shall be available during business hours of 8:00 a.m. to 8:00 p.m. Eastern Standard Time excluding weekends and Federal holidays.
- 3.3.2 Register or enroll students and attendees in classes, seminars, workshops, and other training.
- 3.3.3 Maintain student or attendee enrollment/registration information, using the Corporate Human Resource Information System (CHRIS) in accordance with CHRIS TR Users' Manual, Chapter 3 (can be found on the DOE web site [CHRIS TR Users' Manual](#)). Produce various reports regarding courses, classes, students/attendees, customers and POCs, as well as other training and registration-related information using CHRIS and DOEInfo. Verify data is posted in CHRIS system within three working days of action.
- 3.3.4 Complete registration/enrollment of students/attendees (DOE and non-DOE) in accordance with DOE Manual 360.1-1B, Chapter I, Section 8; verify registration/enrollment information; enter requisite registration/enrollment information into CHRIS; communicate with POCs regarding student/attendee changes in registration status (i.e., enrolled, request/wait list, canceled, replacement); confirm student/attendee registration/enrollment; notify students of completed



- registration, class date, place and time; establish and maintain class folders; prepare/produce certificates of completion; prepare/produce class rosters and certificate lists; in accordance with CHRIS TR Users' Manual, Chapter 3.
- 3.3.5 Answer incoming calls by phone, email or facsimile; identify/clarify requests, inquiries, needs, and concerns of callers; take, prioritize, route, and document incoming and outgoing messages; facilitate resolution of complaints/problems (conferring with the Federal employee supervisor on unusual matters); provide information on training products and services. Provide an initial response to incoming calls within one hour. Provide final response to incoming calls within one working day.
  - 3.3.6 Ensure current information on training-related issues to include but not limited to classes, seminars, workshops, and other training-related programs are communicated through email and web sites to the customer in accordance with DOE Manual 360.1-1B, Chapter I, Section 7.
  - 3.3.7 Ensure distribution/transmission of communications announcing upcoming classes, seminars, workshops, and other programs; receive requests for and distribute/transmit letters/memos waivers, certifications, instructor certifications, and site training records; assist in distributing/mailling brochures, flyers, and training materials; follow up to ensure mail outs, faxes, and emails are received.
  - 3.3.8 Confirm student/attendee authorization for training in accordance with DOE Manual 360.1-1B, Chapter I, Section 8.
  - 3.3.9 Produce monthly, year-to-date, and on-demand reports on student data/information by selecting, compiling, and processing information, as well as creating custom/special reports on student data/information in accordance with DOE Order 360.1B, Section 5e(4) and DOE Manual 360.1-1B, Chapter I, Section 3.
  - 3.3.10 Recommend optimum DOE student/attendee enrollment/attendance levels for courses, seminars, workshops, and other DOE programs to the COR by monitoring DOE student/attendee request lists and contacting supervisors to determine student/attendee availability, status, or continued interest in DOE programs.
  - 3.3.11 Refer non-DOE training requests to the COR for review and approval by the COR. Coordinate training agreements and cost and payment information; register approved non-DOE students/attendees to include but not limited to military and contractor personnel in requested class/seminar/workshop; file approval paperwork in class file in accordance with DOE Order 360.1-1B, Chapter II, Section 2a.
  - 3.3.12 Maintain class and classroom schedules by obtaining and verifying class information; entering class information into the schedule; updating the schedule following notification of changes and cancellations; verify clearance requirements for secured classes are met; and verify students meet course prerequisites.
  - 3.3.13 Produce class rosters by coding and processing student/attendee information; verify and correct student/attendee enrollment, withdrawal, and course completion information; distribute class rosters following distribution procedures; and maintain class rosters in class folders in accordance with DOE Order 360.1B, Sections 4g, 4h, and 4i.

- 3.3.14 Establish and maintain communication with DOE, DOE Contractor, training managers, designated POCs from each DOE element, and outside agency POCs. Establish and maintain a current list of names and contact information.
- 3.3.15 Provide training and qualification records/files for historical reference by establishing, organizing, and maintaining printed and electronic records and files; maintain an effective system for storing and retrieving information (printed and electronic), utilizing standard and/or electronic filing and retrieval systems; prepare records and files for archiving; follow records management procedures in accordance with DOE Order 360.1B, Section 4h and 4i, and DOE Manual 360.1-1B, Chapter I, Sections 9, 10, and 11.
- 3.3.16 Provide periodic formal reports as identified in Appendix D: Required Reports.
- 3.3.17 Provide support to web-based training systems.
  - 3.3.17.1 When requested by the COR, manage, administer, and maintain subscriptions for web-based training systems.
  - 3.3.17.2 The SP shall receive applications for access, process those applications, and inform employees of the status of their applications. Once applications are approved, the SP shall provide employees with user identifications (user IDs) and instructions on how to access the system.
  - 3.3.17.3 When requested by the COR, assist with analyzing the benefits of web-based training systems collaboration tools, evaluating their ability to meet training goals and objectives, defining blended effective learning strategies, planning and managing e-Government training functions on an DOE-wide basis, scoping and specifying customized learning and development content and system libraries, and marketing solutions to the identified target audience(s).
- 3.3.18 When requested by the COR, assist with the CHRIS Modification Process to include but not limited to making recommendations for CHRIS/training modification, and performing Systems Integration Testing (SIT). SIT testing includes but is not limited to preparing scripts for all accepted modifications, conducting pre-testing in two databases (DEV {Developmental Database} and SIT) before the formal SIT, and formal testing of the SIT script.
- 3.3.19 Attend quarterly DOE Training Working Capital Fund meetings and prepare and analyze draft reports as requested by the COR. See <http://ma.mbe.doe.gov/wcf/> for information on the DOE Training Working Capital Fund.

### **3.4 Subject Matter Expertise**

The SP shall:

- 3.4.1 Provide Subject Matter Expertise (SME) when requested by the COR to include but not limited to participation in and review of Management and Operating (M&O) and Management and Integration (M&I) training products and the training process. The SME must have knowledge of curriculum development, training resources, training policies and procedures, training delivery methods, and training evaluation methodology to verify implementation of effective training programs and employee application of skills and knowledge on-the-job.
- 3.4.2 Provide SME on Management and Operating (M&O) and Management and Integration (M&I) contractor-related training when requested by the COR to include but not limited to establishing

performance measures and performance indicators; perform line and independent evaluations of training program sufficiency; collect and analyze data on execution of training program; evaluate Contractor progress on corrective action and/or program improvement plans; and assess compliance with applicable requirements (e.g. rules, regulatory standards, contract terms). Provide a report to the COR on evaluations within three working days of request.

- 3.4.3 Provide SME on training related systems and issues to include but not limited to CHRIS, Knowledge Management, Succession Planning, and DOE Corporate Business Plan.

### **3.5 Employee Development**

The SP shall:

- 3.5.1 Manage, administer, and maintain existing Career and Developmental programs described in Appendix K: Career Development Programs, to include but not limited to recommendations for improvements, coordination, planning, resource management, needs assessment, design, delivery, and assignment of responsibilities in accordance with DOE Manual 360.1-1B, Chapter II. Submit recommendations for improvements at least annually to the COR.
- 3.5.2 Ensure development of new Career Programs as requested by the COR to include but not limited to providing recommendations on development, coordination, planning, resource management, needs assessment, design, delivery, and assignment of responsibilities in accordance with DOE Manual 360.1-1B, Chapter II.
- 3.5.3 Recommend new Career Programs based upon needs assessment as described in section 3.1 to include but not limited to providing recommendations on development, coordination, planning, resource management, needs assessment, design, delivery, and assignment of responsibilities in accordance with DOE Manual 360.1-1B, Chapter II.

### **3.6 Technical Qualification Program Support**

The SP shall:

- 3.6.1 Provide support to the Federal Technical Capability Panel (FTCP) in managing and administering the existing Technical Qualification Program (TQP) to include but not limited to maintenance of standards, quarterly reporting of qualification status, annual documentation of critical skills inventory, and identification and documentation of facility specific requirements as related to functional areas in accordance with DOE Manual 360.1-1B, Chapter V and DOE M 426.1, Federal Technical Capability Manual, Section 4b. The report on qualification status shall be submitted to the COR 15 working days after the end of each quarter.
- 3.6.2 Ensure development of new qualification standards as requested by the COR to include but not limited to providing recommendations on development, coordination, planning, and assignment of responsibilities in accordance with DOE Manual 360.1-1B, Chapter V. Submit standards update recommendations for no more than 40 percent of functional area and 30 percent of facility specific qualification standards by September 30 of each year.
- 3.6.3 Develop and deliver to the employee TQP qualification cards that reflect competencies stated in general technical, assigned functional area, and assigned facility specific qualification standard(s) (see <http://tis.eh.doe.gov/techstds/standard/standfrm.html>). Appendix M: Sample Technical Qualification Card(s) provides example(s) of viable qualification card format(s). TQP

qualification card validation of completeness and issuance of TQP certificate cards shall be completed within ten working days of official receipt of completion.

## 4.0 PERSONNEL REQUIREMENTS

### 4.1 Key Personnel

- 4.1.1 Key personnel are management and technical personnel that are critical to, and essential for, the SP's successful performance under this contract.
- 4.1.2 **Project Manager (PM) and designated alternate(s).** PMs are responsible for managing project from planning to completion. PMs integrate all processes and functions involved in DOE HR Training Function support services to include but not limited to coordinating actions and decisions, resolving conflicts and settling issues. PMs are responsible for overall quality of project, assuring that technical quality meets expectations of this contract.

The PMs shall act as central point of contact with the Government. The PMs shall be available by telephone during business hours of 8:00 a.m. to 8:00 p.m. Eastern Standard Time excluding weekends and Federal holidays. Response time shall be within one working day from COR notification.

- 4.1.3 **Quality Control Management Point of Contact.** The SP shall designate in writing to the COR the individual point of contact who shall be responsible for ensuring that services identified in this PWS meet the level of quality specified herein. The SP shall also provide to the COR the name, telephone number(s), fax number, and e-mail address of the point of contact. The SP shall submit the same information for designated alternates. Designations shall be submitted not later than 30 calendar days prior to the contract start date and within 24 hours of any change.
- 4.1.4 **Headquarters Core Group Support.** The SP shall provide a core group to support DOE Human Resources Training Headquarters, to be co-located at the DOE Headquarters in Washington, DC. At a minimum, this core group shall have the following qualifications:
- 4.1.4.1 **Corporate Training Officer.** Advises DOE Human Resources management and corporate training POCs on matters pertaining to training policies and procedures; provides assistance upon request regarding specific situations and problems and upon receipt of changed procedures involving regulations, laws, and good business practices; serves as a key advisor to top DOE Human Resources management on training that meets the business needs of corporate training programs having cross-organizational training throughout DOE; attends production meetings and/or other special meetings relative to the subject training areas and to ensure that training is linked to business needs; conducts reviews of corporate training and certification; participates upon request in coordination efforts with the respective university, college, or vendor in support of employee development programs and for development of new programs.

Must have a comprehensive knowledge of the strategic planning process, elements of comprehensive training systems, benchmarking, high-performance training organizations, data analysis techniques, and training resource estimating and budgeting to guide DOE Human Resources top management in development and implementation of new, comprehensive strategic training plans, policies, approaches, and programs to ensure DOE meets its objectives and business goals for accomplishing its mission.

- 4.1.4.2 **Corporate Training Specialist.** In conjunction with DOE Human Resources Training Office, incorporates DOE elements Annual Training Plan into the DOE's Annual Training Plan. Preparation of the Annual Training Plan includes but is not limited to implementation plan, timeline, and resource requirements; works with DOE Human Resources Training and COR, internal and external training sources, and consultants to ensure implementation of the Annual Training Plan; ensures training strategies implemented provide a balance of learning effectiveness, cost, administrative convenience, timeliness, and least disruption of the work environment; tracks progress made on accomplishing annual strategic training objectives.

Must have working knowledge of curriculum development, training resources, training policies and procedures, training delivery methods, and training evaluation methodology to ensure implementation of effective training programs, employee application of skills and knowledge on-the-job, as well as to provide for return on investment for strategic training.

- 4.1.4.3 **Technical Qualification Program Manager.** Provides input to Federal Technical Capability Panel (FTCP) and DOE management on issues related to maintenance of technical capability in the Federal workforce. Serves as advisor to FTCP and DOE management regarding effectiveness of training and qualification aspects of the Career Intern Program (formerly Technical Leadership Development Program ), Senior Technical Safety Manager Program, Facility Representative Program, General Technical Base qualification standard, and the 28 functional area qualification standards. Conducts periodic assessments of sufficiency of FTCP, and assists with development of annual workforce analysis and staffing plan, as requested by COR. Provides input to FTCP regarding the improvement of DOE technical capability.

Must have a working knowledge of Defense Nuclear Facility Safety Board Recommendation 93-3 DOE's response to the recommendation, and existing Departmental policies and procedures related to technical capability to verify DOE meets its personnel competency objectives.

- 4.1.5 The SP shall also:

- 4.1.5.1 Provide qualified personnel who are capable of meeting performance requirements specified in this PWS. The SP shall recruit, hire, and train a sufficient workforce to handle the duties and requirements associated with this contract.
- 4.1.5.2 Ensure that all SP representatives entering DOE facilities to perform services required under this LOO/contract shall carry proper identification or documentation of the purpose of their visit.
- 4.1.5.3 Specifically, SP personnel must possess:
- A thorough working knowledge of the concept of training support, to include but not limited to its impact, benefits, and limitations.
  - Skill in exhibiting creativity in providing solutions to obtain objectives in the most cost-effective manner.
  - Skill in oral and written reports and presentations and preparing related data and charts clearly and concisely.

- Skill in dealing as a lead or in a coordinating capacity.
- Resourcefulness in research techniques, with the ability to locate and utilize numerous sources of information.
- A working knowledge of management analysis techniques, processes, and methodologies.
- Skill in adapting or modifying procedures to meet the needs of the organization.

## **5.0 GENERAL REQUIREMENTS**

This section identifies general requirements, operating plans the SP shall have in place, and quality control and security requirements the SP shall meet.

### **5.1 Quality Control Plan**

- 5.1.1 The SP shall develop and maintain a Quality Control (QC) Plan. This document must be updated as needed or as directed by the COR. Each document and revisions thereto, shall be provided to the COR for review and approval.
- 5.1.2 The QC Plan must identify procedures the SP shall use to ensure performance is at least as good as the standards identified in Appendix F: Performance Requirement Summary, and requirements in paragraph 5.3, Quality Control. All employees shall be trained in relevant parts of the QC Plan.
- 5.1.3 The QC Plan shall include a customer comments and complaints program and processing system. The QC Plan shall allow identification and correction of validated customer complaints and provide feedback to the Government and customers on corrective action(s) taken. The term “customer” refers to customers internal and external to the organizations identified by this contract.
- 5.1.4 The SP shall maintain a file of all inspections or samplings conducted by the SP, including corrective actions taken. This file shall be subject to COR review upon request. The file shall be the property of the Government.

### **5.2 Quality Control**

- 5.2.1 The SP shall be responsible for the quality of all work under this contract.
- 5.2.2 The SP’s quality control program shall ensure that all aspects of this contract are performed in compliance with contract requirements, and shall contain a plan for corrective action when deficiencies or insufficient performance are identified. When defective performance is noted through Quality Assurance activities, the COR will request that the SP correct the defective performance, or provide a plan for corrective action. The SP shall respond to this request in writing within two business days of receipt.
- 5.2.3 Critical aspects of the SP’s quality control program include management of workforce members, subcontractors, and all other affiliates. Quality control also includes ensuring compliance with contract requirements, meeting the above listed quality elements, and limiting the risk for the DOE Federal Training Function.

### **5.3 Personnel Security**

- 5.3.1 Upon request, the SP shall submit to the Government the name and addresses of each employee hired for work on this contract, and the name and address of each subcontractor, as well as provide completed security questionnaires and other forms when required for security purposes.
- 5.3.1.1 A personnel security clearance is neither a license for access to classified information nor a substitute for security measures designed to prevent unauthorized access. Security clearances are only to be granted when there is a bona fide requirement for access to classified information in performance of duty assignment. For access to DOE sites, SP shall obtain Building Access Only (BAO) security identification cards. At least two of the SP's personnel shall possess or be able to obtain a Security Clearance Level Q to perform the subject matter expert tasks.
- 5.3.1.2 The SP shall ensure government debriefings are conducted for departing employees in accordance with DOE Order 470.1, Security Operations.

## **5.4 Information Security**

- 5.4.1 The SP shall comply with disclosure of information in accordance with DOE Order 470.1, Security Operations. All inquiries, comments, or complaints arising from any matter observed, experienced, or learned as a result of, or in connection with, performance of this contract (the resolution of which may require the dissemination of official information) shall be directed to the Government.

## **5.5 Meetings**

The SP's Project Manager (and other personnel the SP designates) shall be required to attend status or performance meetings as follows:

- 5.5.1 Routine operational meetings, conference calls, and discussions will be held at least monthly by Televideo conference to answer questions and resolve issues as they arise, and to ensure continued compliance with contract requirements.
- 5.5.2 During the first quarter of the Full Performance Base Period of the contract, performance meetings will be conducted as performance warrants and may occur weekly via teleconference or videoconference. The COR will determine at what point performance meetings will occur less frequently and when face-to-face meetings are necessary. Performance meetings will be conducted after the end of each quarter at a Headquarters DOE Office to discuss performance under the contract.
- 5.5.3 The SP shall take minutes at the kick-off, progress, and performance review meetings and shall provide copies to the COR and other attendees.

## **5.6 Business Hours**

Normal business hours for each location are from 8:00 a.m. to 5:00 p.m. local time, five days per week, Monday through Friday, except recognized Federal holidays.

## **5.7 Compliance**

The Enterprise Training Services organization shall abide by all applicable Federal, State, and local laws and regulations.

## **5.8 Data and Information Access**

- 5.8.1 SP shall ensure that information generated in performance of this letter of obligation (LOO)/contract to include but not limited to, technical records, reports, files, magnetic media, and other documentation are available to the COR at all times during performance of this contract. Copies of documentation shall be provided upon request.
- 5.8.2 The Government will have unlimited rights to all data.
- 5.8.3 The Public Affairs Office (PAO) or equivalent is the only source for release information to the media.
- 5.8.4 Disclosure of information relating to services hereunder to persons not entitled to receive it, or failure to safeguard classified information or controlled unclassified information that may come to the SP or persons under its control in connection with work under this contract, may subject the SP, its agents, and or employees to criminal liability under 18 USC.
- 5.8.5 All inquiries, comments, or complaints arising from matters observed, experienced or learned as a result of or in connection with, performance of this contract that may require dissemination of official information shall be referred to the COR.

## **5.9 Library Maintenance**

During the base period and each option year of the contract, the SP shall update a library that shall include, but not be limited to, a copy of all monthly reports for that period, a copy of all annual reports of the contract period, and a copy of one-time deliverables.

## **6.0 GOVERNMENT-FURNISHED PROPERTY AND SERVICES**

### **6.1 General**

Government property will be provided in “as is” condition, in accordance with Federal Acquisition Regulation (FAR) 52.245-19, Government Property Furnished (As Is). The SP shall, as a minimum, maintain accountability, protect, preserve, and manage Government property in possession of the SP in accordance with FAR 45.5, Management of Government Property.

### **6.2 Facilities and Office Equipment**

The Government will make existing DOE facilities available to the SP for use by the SP in performance of the requirements of this contract. The Government will make office space available in *an amount that is appropriate for the number of SP employees under the contract*. Along with office space for each employee, standard office equipment will be provided to include: Desk, chair, filing cabinet, computer, monitor, keyboard, mouse, and printer. Hardware and software necessary to perform this work *will be provided* and includes but is not limited to Windows and Microsoft Office Suite. See Appendix C, Facilities and Equipment, for a listing of what *is* made available by location.

### **6.3 Materials and Supplies**

The Government will provide all necessary materials and supplies for use by the SP in the performance of this contract for those DOE sites the SP elects to use to perform this contract. The SP shall establish and maintain an accurate and complete inventory of materials and supplies. The SP shall request needed



materials and supplies from the Government in sufficient time to meet the performance requirements in this contract.

#### **6.4 Copier Services**

The Government will provide access to existing copiers in Government-furnished facilities for official use by the SP.

#### **6.5 Utilities**

The Government will furnish utilities from existing outlets in Government-furnished facilities for use under this contract.

#### **6.6 Communications**

The Government will provide telephones and telephone service in Government-furnished facilities for performance of work under this contract. The SP shall be responsible for other telecommunication equipment not furnished by the Government such as pagers and mobile phones. Televideo conferencing will be furnished by the Government.

#### **6.7 Computer Network Services**

The Government will provide the SP with computer accounts, to include e-mail and Internet access, while the SP is occupying Government-furnished facilities. The SP shall ensure that all account usage complies with the Government's usage restrictions and that accounts are used solely for work specified under this contract.

#### **6.8 Custodial Services**

The Government will provide custodial services in Government-furnished facilities to the same extent routinely provided to current occupants, to include emptying wastebaskets and vacuuming carpets. Government provision of custodial services does not relieve the SP of responsibility for maintaining a neat and orderly workspace in Government-furnished facilities.

#### **6.9 Existing Training Contracts**

The Government will provide, and the SP must use, existing training contracts to the same extent routinely provided to the current DOE training function. Once a contract reaches termination or is canceled, the SP shall consult with the COR to determine the best method to provide services that were provided in the existing contract. A listing of existing training contracts is in Appendix J: Existing Training Contracts. DOE will continue to acquire training services under a separate contract(s).

### **7.0 SP-FURNISHED PROPERTY AND SERVICES**

The SP shall furnish all property and services not specifically identified as Government-furnished in Section 6.0 of this PWS necessary to perform the work requirements described herein.

#### **7.1 Transportation**

The SP shall provide all transportation services necessary for staff to perform the services required in this contract. The contractor will not be reimbursed for local travel.

## **8.0 TRANSITION**

The SP shall begin full performance of all requirements under this PWS within 120 calendar days of contract award.

### **8.1 Phase-in Performance**

8.1.1 Phase I – Start up: The following shall apply during Phase I—Start-Up:

- 8.1.1.1 Phase I includes all of preparation activities, including but not limited to establishing the infrastructure to perform under this contract, ensuring a qualified workforce is in place, providing appropriate training for that workforce, and implementing the support necessary to fully perform the requirements contained in this PWS.
- 8.1.1.2 The kickoff meeting and initial progress meeting will be held within the first 10 calendar days after award. The kick-off meeting will be held at a DOE Headquarters Office, Washington, DC.
- 8.1.1.3 SP site visits to DOE offices as necessary for preparation activities.
- 8.1.1.4 Progress meetings will be held a minimum of every 30-calendar days during the phase-in period of the contract to discuss the SP's progress preparation for full performance under the contract. These meetings may be held at the SP's office or at a DOE Headquarters office. The COR will determine the frequency of progress meetings.
- 8.1.1.5 The SP shall have up to 60-calendar days to complete Phase I.

8.1.2 Phase II – Testing and Reviews: The following shall apply during this phase:

- 8.1.2.1 Phase II includes joint systems testing with DOE personnel using dummy records, completion of inventories, and a review of the SP QC plan.
- 8.1.2.2 It is expected that both system and procedural issues will be identified during this Phase, and that problems will be fully resolved.
- 8.1.2.3 Progress meetings will be held a minimum of every 30-calendar days during the phase-in period.
- 8.1.2.4 The SP shall have up to 60 calendar days to complete Phase II requirements.

### **8.2 Full Performance**

SP is expected to be at full performance at the end of the 120-day phase-in period.

## APPENDIX A: DOE LOCATIONS

## Major DOE Laboratories and Field Facilities



Note: This map represents DOE as of 2002.

9/28/2003

| Offices  | Routing Symbol | Address   | Number of DOE Employees at Each Site |
|--|----------------|---|--------------------------------------|
| <b>Headquarters Program Offices</b><br>Responsible for identifying, developing, and directing the policies and programs to accomplish the Department's mission |                | U.S. Department of Energy<br>ATTN: Routing Symbol<br>1000 Independence Ave., S.W.<br>Washington, DC 20585 |                                      |
| <b>Office of Management, Budget, and Evaluation/CFO</b>  | ME             |   | 675                                  |
| <b>Office of the Chief Information Officer</b>   | IM             |   | 100                                  |
| <b>Office of Congressional and Intergovernmental Affairs</b>   | CI             |   | 42                                   |
| <b>Office of Economic Impact and Diversity</b>   | ED             |   | 38                                   |
| <b>Office of Energy Efficiency and Renewable Energy</b>  | EE             |   | 487                                  |
| Golden Field Office  |                |   | 55                                   |
| <b>Energy Information Administration</b>   | EIA            |   | 379                                  |
| <b>Office of General Counsel</b>   | GC             |   | 148                                  |
| <b>Office of Hearings and Appeals</b>  | HG             |   | 39                                   |
| <b>Office of Independent Oversight and Performance Assurance</b>   | OA             |   | 61                                   |
| <b>Office of Policy and International Affairs</b>  | PI             |   | 103                                  |
| <b>Office of Public Affairs</b>  | PA             |   | 27                                   |
| <b>Office of Worker and Community Transition</b>   | WT             |   | 18                                   |

| Offices  | Routing Symbol | Address  | Number of DOE Employees at Each Site |
|--|----------------|--|--------------------------------------|
| <b>Office of Security</b>  | SO             |  | 251                                  |
| Classification Training Institute,<br>Germantown, MD   | CTI            |  |                                      |
| Nonproliferation and National Security<br>Institute<br>Albuquerque, NM   | NNSI           |  |                                      |
| <b>Under Secretary for Nuclear<br/>Security/Administrator for National Nuclear<br/>Security Administration (NNSA)</b>                      | NNSA           |  |                                      |
| Headquarters   | NA             | U. S. Department of Energy<br>NA/Forrestal Building<br>U.S. Department of Energy<br>1000 Independence Ave., S.W.<br>Washington, DC 20585               | 554                                  |
| Albuquerque  | AL             | National Nuclear Security<br>Administration<br>U. S. Department of Energy<br>Service Center<br>P. O. Box 5400<br>Albuquerque, New Mexico<br>87185-5400 | 1314                                 |
| NNSA NV  | NV             | U.S. Department of Energy<br>National Nuclear Security<br>Administration<br>Nevada Operations Office<br>P.O. Box 98518<br>Las Vegas, NV 89193-8518     | 276                                  |
| Oakland  | LL             | U.S. Department of Energy<br>Oakland Operations Office<br>1301 Clay Street, MS: 700N<br>Oakland, CA 94612-5208   | 333                                  |
| <b>Assistant Secretary for Environment, Safety and<br/>Health</b>  | EH             |  | 246                                  |
| <b>Assistant Secretary for Environmental<br/>Management</b>  | EM             |  | 381                                  |
| <b>Assistant Secretary for Fossil Energy</b>   | FE             |  | 296                                  |
| National Energy Technology Laboratory,<br>Pittsburgh, PA   | NETL           |  | 561                                  |
| Strategic Petroleum Reserve Project Office,<br>New Orleans, LA   | SPRO           |  | 98                                   |
| <b>Office of Science</b>   | SC             |  | 356                                  |
| <b>Office of Civilian Radioactive Waste Management</b>   | RW             |  | 163                                  |
| <b>Office of Nuclear Energy, Science, and<br/>Technology</b>   | NE             |  | 107                                  |
| <b>Operations Offices</b><br>These offices oversee activities in support of two or<br>more of the four missions assigned to the Department |                |  |                                      |
| Chicago  | CH             | U.S. Department of Energy<br>Chicago Operations Office<br>9800 South Cass Avenue<br>Argonne, IL 60440  | 405                                  |

| Offices                | Routing Symbol | Address  | Number of DOE Employees at Each Site |
|------------------------|----------------|--|--------------------------------------|
| Brookhaven Area Office |                | Upton, NY 11973  |                                      |
| Idaho                  | ID             | U.S. Department of Energy<br>Idaho Operations Office<br>850 Energy Drive<br>Idaho Falls, ID 83402                | 351                                  |
| Oak Ridge              | ORO            | U.S. Department of Energy<br>Oak Ridge Operations Office<br>200 Administration Road<br>Oak Ridge, TN 37831       | 464                                  |
| Ohio                   | OHIO           | U.S. Department of Energy<br>Ohio Field Office<br>1 Mound Road<br>Miamisburg, OH 45342                           | 183                                  |
| Rocky Flats            | RF             | U. S. Department of Energy<br>Rocky Flats Field Office<br>10808 Highway 93, Unit A<br>Golden, CO 80403           | 170                                  |
| Richland               | RL             | U.S. Department of Energy<br>Richland Operations Office<br>825 Jadwin Ave.<br>P.O. Box 550<br>Richland, WA 99352 | 472                                  |
| Savannah River         | SR             | U.S. Department of Energy<br>Savannah River Operations Office<br>Road 1A<br>Aiken, SC 29801                      | 448                                  |

**APPENDIX B: ESTIMATED WORKLOAD**

The data provided in Table B-1, Historic DOE Workload Estimates, is comprised of professional estimates based on historic DOE workload and is provided for informational purposes only. Accordingly, the data provided in Table B-1 is not to be construed to reflect government guidelines, expectations, or mandates for future level of performance.

**Table B-1 Historic DOE Workload Estimates**

| Section     | Abbreviated Scope Description           | Total hours |
|-------------|---|-------------|
| 2.1         | General Requirements                    | 14,284      |
| 3.1         | Needs Assessment                        | 123,803     |
| 3.2         | Evaluation                              |             |
| 3.4         | Subject Matter Expertise                |             |
| 3.5         | Employee Development                    |             |
| 3.6         | Technical Qualification Program Support | 8,360       |
| 3.3         | Customer Service                        | 37,600      |
| Total Hours |   | 184,047     |

**Table B-2 - Estimated Training Instances Workload**

The estimated training instances workload requirements (see the attached Microsoft Excel file for details) presented represent the annual workload DOE currently estimates will be required each year through the contract base year and the four option years. This workload information is based on job counts for fiscal year 2002, as taken from the CHRIS database. The original CHRIS database counts are included in the following tables. The job counts are listed by site. For future reference, the National Nuclear Security Administration (NNSA) completed reorganization in 2003. This reorganization has changed several site names. Albuquerque is now referred to as the NNSA Service Center; NNSA NV is referred to as Nevada Site Office; and Oakland is referred to as Livermore Site Office. For the purpose of this PWS, all names remained as they were in 2002.

**APPENDIX C: FACILITIES AND EQUIPMENT**

Appendix C is a representative sample of DOE facilities and equipment. Appendix C does not include all 15 locations where the functions are currently being performed. For sites without a specific floor plan, a typical office space will contain standard office equipment to include: desk, chair, filing cabinet, computer, monitor, keyboard, mouse, and printer. The Government will make existing DOE facilities available to the Service Provider in performance of the requirements set forth in the Performance Work Statement. [updated per Amendment 4 on 7/30/2004]

| Location             | Space  | Furniture/Equipment   |
|----------------------|--|---|
| HQ--EH<br>Forestal:  | Director's office, suite of 5 staff offices  | Forrestal: Director's office: standard desk set up, one small conference table, 4 chairs, 2 bookcases; staff offices w/ standard desk set up  |
| HQ--EH<br>Germantown | 1 small staff office, 1 computer/Resource Lab  | Standard desk set up, bookcase; lab, 1 computer and desk set up   |
| HQ--ME.51            | * Floor Plan provided; 19 window offices, 12 interior offices, 5 reception/support areas, team room, work room, training room, kitchen   | Standard desk set up, bookcases, file cabinets, 2 typewriters, 13 lap top computers, 3 fax machines, 1 shredder, 1 date stamp machine, 1 overhead projector, 1 Infocus projector  |
| HQ--NNSA             | 25' X 12' space w/ partitioned cubicles  | Standard desk set up, file cabinets, bookcases, bureaus   |
| HQ--RW               | * 10' X 10' office   | Standard desk set up, bookcase  |
| Albuquerque          | * Floor plan provided; 7 staff offices; 2 conference rooms for up to 20 students; 5 classrooms for up to 20 students; 1 classroom for up to 25 students; 2 classrooms for up to 50 students; 1 theater when open for up to 300--when divided into 3 rooms--1 room for up to 30, one room for up to 40, and large center room up to 130 | Standard desk set up; 13 lap tops; 11 projectors, 1 scanner, 1 typewriter, 1 digital camera, 2 video cameras, 5 VCRs, 3 TVs, 1 TV/VCR   |
| Idaho                | 4 each 10' X 10' cubicles, 1 hard wall office; 1 each 28' X 40' training room  | Standard desk set up, 10 each 8' tables; 2 each 6' tables; 40 chairs, 2 bar stools, table top lectern, Infocus projector, electric wall screen, printable white board; TV/VCR w/stand, sound system   |
| Ohio                 | Cubicles; 1 each 25' X 40' training classroom  | Standard desk set up; 5-shelf book shelves, 5 lateral file cabinets; tables and chairs for 20 students  |
| Oak Ridge            | 3 Offices  | Standard desk set up; 10 chairs, 1 small round table, 1 small rectangular table, 15 library bookshelves, 10 each 5-drawer filing cabinets, 2 each 2-drawer filing cabinets, magazine carousel and racks, 17 each 5' classroom tables, 8-half moon tables, 8 half-octagon tables; 31 student chairs, ceiling mounted screen, white board, cork-white board, overhead projector, LCD projector, VCR/DVD, TV/VCR, 1 cart; Fender speaker system w/ 2 speakers; 4 supply/equipment cabinets |

| Location       | Space  | Furniture/Equipment  |
|----------------|--|--|
|                | Computer Lab with 13 workstations  | 13 computer workstations with standard desk set up; 2 each 6' tables, flip chart; white board, LCD projector, ceiling mounted screen   |
|                | 6 offices  | Standard desk set up, 8 filing cabinets, 1 conference room table, 3 each 6' tables, 2 small round tables, 1 typing table; 9 visitor chairs,  |
| Richland       | 20' X 45' office space   | 5 cubicles w/ hanging storage bins with standard set up  |
|                | 1 each 20' X 45' classroom in Federal Office Building  | Infocus Model LP735; Bell & Howell Overhead Projector w/cart; Panasonic Television and Sony VCR w/cart   |
|                | 5 each classrooms in Washington State University Consolidated Information Center   |  |
| Rocky Flats    | 3 each cubicles 8' X 8'<br>1 each Executive Cubicle 12' X 12'<br>1 each Training Room  | Standard desk set up, various LCD projectors, flipchart stands, TVs and VCRs   |
| Savannah River | 8' X 9' office cubicles; 1 each 31' X 41' classroom in Site Training Facility; conference room that can be used for classrooms | Standard desk set up; computers must be Government-issued for security reasons; paper shredder   |
| NNSI-CTI       | Three-bay file room for classified/unclassified storage, group work and meetings. Eight bay classroom for the CTI.             | Standard desk set up; equipment includes tables, chairs, nine classified work stations, audio/-visual/projection equipment, and classified storage. Two networked color printers and one copier. |

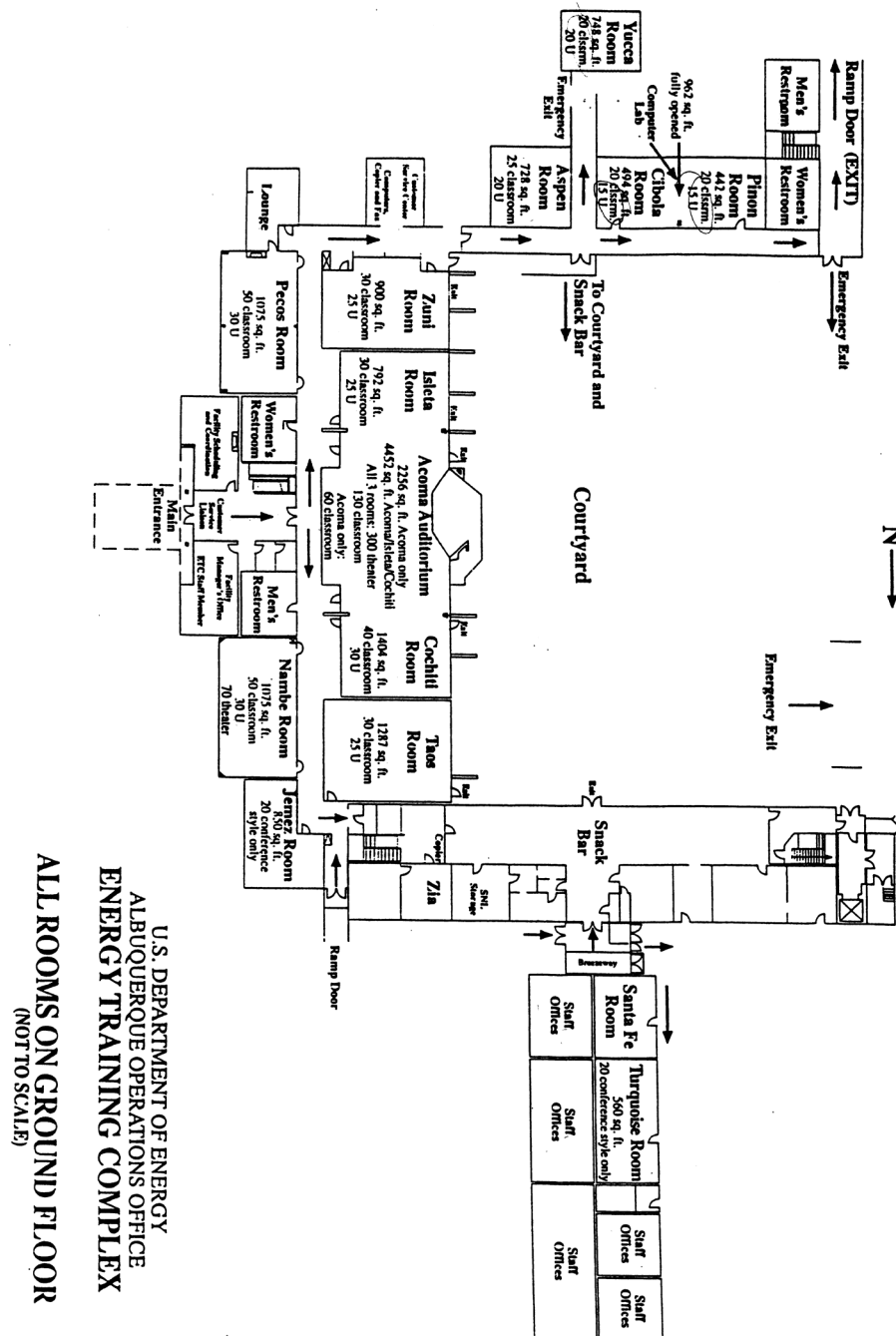
\* See attached Floor Plans



## Floor Plans

The following floor plans are an indication of the type and amount of Government space that is being provided for the Service Provider's use in performance of this contract. For sites without a specific floor plan, a typical office space that will contain standard office equipment will be provided to include: desk, chair, filing cabinet, computer, monitor, keyboard, mouse, and printer.

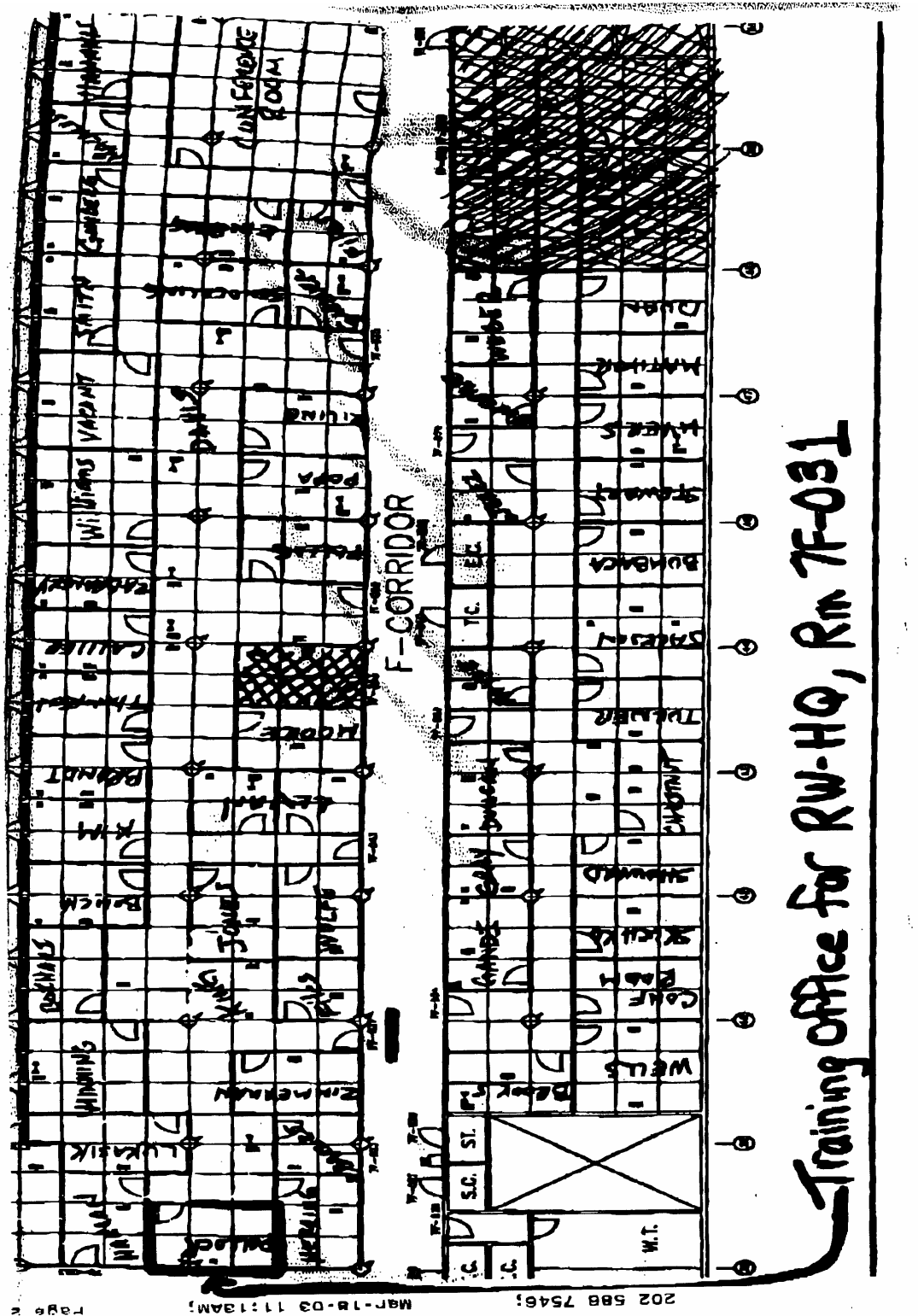
### Albuquerque



## /

Performance Work Statement

Radioactive Waste (RW)



**APPENDIX D: REQUIRED REPORTS**

| <b>PWS Reference Number</b> | <b>Name of Report</b>                                 | <b>Frequency</b>                      | <b>Audience</b>                |
|-----------------------------|---|---------------------------------------|--------------------------------|
| 2.1.2, 2.1.3                | Policy Recommendations                                | At least annually                     | DOE Human Resources Management |
| 2.1.6                       | Annual Training Plan                                  | Annually                              | DOE Human Resources Management |
| 3.1.1, 3.1.3                | Annual and ad hoc needs assessments                   | Annually and as required              | DOE Human Resources Management |
| 3.2.17                      | Employee and Supervisor Feedback on Training Adequacy | Quarterly                             | DOE Human Resources Management |
| 3.3.9                       | Customer Service Reports on Student Data              | Monthly and Year-to-date              | DOE Human Resources Management |
| 3.3.10                      | Optimum Student/Attendee Enrollment/Attendance        | Annually                              | DOE Human Resources Management |
| 3.3.19                      | DOE Training Working Capital Fund Draft Reports       | Quarterly                             | DOE Human Resources Management |
| 3.4.2                       | Subject Matter Expertise Report                       | Within three working days of request. | DOE Human Resources Management |
| 3.5                         | Program and Course Evaluation Analysis                | Annually                              | DOE Human Resources Management |
| 3.6.1                       | Report on Qualification Status                        | Quarterly                             | DOE Human Resources Management |
| 3.6.2                       | Standards Update Recommendations                      | Annually                              | DOE Human Resources Management |

**APPENDIX E: GOVERNMENT PROVIDED INFORMATION MANAGEMENT SYSTEMS**

| <b>PWS Reference Number</b> | <b>Name of Program</b>   | <b>Description</b>   | <b>References</b>   |
|-----------------------------|--|--|---|
| 3.3                         | Corporate Human Resource Information System (CHRIS)                          | The Corporate Human Resource Information System (CHRIS) evolved from a corporate strategic planning process where DOE's human resource (HR) community recognized the need to operate its HR programs more efficiently, reduce paperwork, and eliminate redundant and non-Y2K compliant information systems. CHRIS capitalizes on the latest information technology for meeting the Department's core and priority human resource mission functions. Effective September 27, 1998, CHRIS became the DOE's official personnel system of record.  | CHRIS HR Users' Manual, Version 4.1 ( <a href="http://chris.inel.gov/">http://chris.inel.gov/</a> )                                       |
| 3.3                         | Corporate Human Resource Information System (CHRIS), Training Administration | CHRIS Training Administration provides the DOE Training community with one database for managing training records and administering training activities. It is integrated with employee personnel records through the overall HR Management Information System portion of CHRIS. It provides a corporate approach with common data elements and business processes. CHRIS Training Administration became the Department's training system of record in October 1999.   | CHRIS Training Administration Users' Manual ( <a href="http://chris.inel.gov/Training_Admin/">http://chris.inel.gov/Training_Admin/</a> ) |
| 3.3                         | DOEInfo  | DOEInfo is a repository of information relating to the DOE Federal workforce. This information covers a wide range of data, including Personnel, Payroll, Salary and Benefits, Manpower (FTE) data, and employee locator information. In its ultimate form <b>DOEInfo</b> is envisioned as a set of entities, databases, and tables, holding data from all DOE corporate systems containing employee data. The repository is not intended to replace the operational databases used in the current system processing cycles, but is to supplement that data by making current and historical data accessible to anyone requiring it. | <a href="https://mis.doe.gov/doeinfo">https://mis.doe.gov/doeinfo</a>   |
| 3.3.17                      | Energy Online Learning Center (Energy OLC)                                   | The Energy Online Learning Center (OLC) is a web-based training and knowledge management system that provides a new and more cost effective way of learning and sharing knowledge for the Department. It provides the capability for employees Department-wide to have access to over 500 business management and leadership courses and over 800 information technology courses. In addition DOE specific courses are available on the system. The OLC system is available to employees via the Internet.   | <a href="http://www.energyolc.com">http://www.energyolc.com</a> and the Energy OLC User Guide   |



## **APPENDIX F: PERFORMANCE REQUIREMENTS SUMMARY**

The following definitions describe the columns used on the Performance Requirements Summary (PRS):

### **Random Sampling**

Random Sampling is a method whereby some part, but not all of Service Provider performance is evaluated. What distinguishes it as Random Sampling is that each service output in the lot has an equal chance of being selected for inspection. In this manner, the Quality Assurance Evaluator (QAE) need only make a few observations from which to project the quality of the entire lot. The organization performing the work does not know which service output will be observed; consequently all must be done correctly. Also, the QAE is prevented from biasing the sample by his/her own judgment.

### **100 Percent Inspection**

This is an inspection method whereby all outputs are monitored. This method provides the best indication of Service Provider performance and the most documented basis for taking Contract payment actions. However, it requires extensive CO and QAE resources and, therefore, is not practical for most service requirements.

### **Validated Customer Complaints**

Under this method, a Customer Complaint Program is established to provide a means of encouraging and enabling customers to identify and report problems with the performance of the Service Provider. Customers need to be made aware of the Contract requirements and notify the QAE when there is a case of poor performance or non-performance. Upon notification, the QAE investigates the report and, if valid, documents the performance problem and informs the Service Provider.

### **Acceptable Levels of Performance (ALP)**

The ALP is the maximum percent defective or the maximum number of defects per hundred units that can be considered average. Exceeding this allowable variance from the standard will cause the service to be rejected. An ALP is the maximum allowable degree of deviation from perfect performance of each requirement before the government considers Service Provider performance unsatisfactory. An ALP does not say the Service Provider may knowingly offer defective service to the government. An ALP implies defective performance sometimes happens unintentionally.

| Para. No.    | Required Service  | Standard   | Standard Description  | Acceptable Level Of Performance (ALP) | Lot Size   | Method Of Surveillance |
|--------------|---|------------|---|---------------------------------------|--|------------------------|
| 2.1.2        | Provide policy recommendations on development, coordination, implementation, & evaluation of DOE-wide training. | Quality    | Recommendations are delivered and accepted by COR with no more than two re-writes per instance.   | 5%                                    | Total number of policies and documentation required to be submitted in a year. | Random Sampling        |
|              |   | Timeliness | Submit recommendations and documentation to specified government personnel at the required frequency and submittal dates identified by regulatory requirements and the PWS. | 5%                                    | Total number of policies and documentation required to be submitted in a year. | Random Sampling        |
| 2.1.6        | Provide DOE Annual Training Plan.   | Quality    | Plan is delivered and accepted by COR with no more than two re-writes per instance.   | 5%                                    | Annual DOE Plan.   | 100% Inspection        |
|              |   | Timeliness | Complex-wide training plan complies with PWS guidance and is submitted by September 30 annually.  | 5%                                    | Annual DOE Plan.   | 100% Inspection        |
|              |   | Reporting  | Maintain a history of all documentation including drafts, in accordance with requirements of the PWS.   | 5%                                    | Annual DOE Plan.   | 100% Inspection        |
| 2.1.7        | Provide support to each DOE element in preparing their Annual Training Plans.                                   | Quality    | Plans are delivered and accepted by COR with no more than two re-writes per instance.   | 5%                                    | Annual Plan for each DOE element.  | Random Sampling        |
|              |   | Timeliness | Complete an annual training plan for each element by July 31 annually.  | 5%                                    | Annual Plan for each DOE element.  | Random Sampling        |
| 3.1.1, 3.1.3 | Annual and ad hoc needs assessments.  | Quality    | Assessments accurately reflect organizational, occupational and individual training needs of DOE and DOE elements.  | 5%                                    | Annual assessments for DOE and DOE elements, others as required by PWS.        | Random Sampling        |
|              |   | Timeliness | Complex-wide roll-up of training needs validated and documented by June 30 annually.  | 5%                                    | Annual training needs for DOE and DOE elements.                                | Random Sampling        |



| Para. No. | Required Service | Standard   | Standard Description   | Acceptable Level Of Performance (ALP) | Lot Size  | Method Of Surveillance |
|-----------|------------------|------------|--|---------------------------------------|---|------------------------|
| 3.2       | Evaluation       | Quality    | - Service Provider verifies 25% of training materials meet all laws, regulations and orders, uses systematic approach to training, satisfies course learning objectives, and addresses each criterion in needs assessment. | 5%                                    | - Total number of training sessions and events scheduled for each quarter that were verified by Service Provider. | Random Sampling        |
|           |                  |            |  | 5%                                    |   | Random Sampling        |
|           |                  |            | - Market surveys, draft work statements, evaluation criteria, and solicitation documentation is delivered and accepted by COR with no more than two re-writes per instance.  | 5%                                    | - Total number of market surveys, draft work statements, evaluation criteria, and solicitation drafts prepared.   | Random Sampling        |
|           |                  |            | - Service Provider verifies 25% of program and course evaluations were reviewed and recommended modifications were delivered to COR when appropriate.  | 5%                                    | - Total number of program and course evaluations conducted quarterly that were verified by SP.                    | Random Sampling        |
|           |                  | Timeliness | - Analyses reports provide required information as stated in PWS and are supported by factual information  |                                       | - Total number of program and course evaluations conducted quarterly.   |                        |
|           |                  |            | - Meets COR requested dates.   | 5%                                    | - Total number of training sessions and events scheduled for each quarter that were verified by SP.               | Random Sampling        |
|           |                  |            | - Meets COR requested dates.   | 5%                                    | - Total number of market surveys, draft work statements, evaluation criteria, and solicitation drafts prepared.   | Random Sampling        |
|           |                  |            | - Analysis report submitted within 15 calendar days after the end of the quarter. Reports requested by COR ad hoc meets COR requested dates.   | 5%                                    |   | Random Sampling        |

| Para. No.   | Required Service                  | Standard   | Standard Description   | Acceptable Level Of Performance (ALP) | Lot Size   | Method Of Surveillance |
|-------------|-----------------------------------|------------|--|---------------------------------------|--|------------------------|
|             |                                   |            |  |                                       | - Total number of evaluations conducted quarterly that were verified by Service Provider.                |                        |
| 3.3,<br>5.2 | Customer Service, Quality Control | Quality    | - Maintain course enrollment records, course catalogs, and course registration/enrollment information, using the CHRIS system. | 5%                                    | - Total number of training sessions and events scheduled for each quarter.                               | Random Sampling        |
|             |                                   |            | - Timely and accurate information provided to customers on all services provided and programs administered.                    | 5%                                    | - Total number of phone calls and emails requests or inquiries from Customer Complaint log each quarter. | Random Sampling        |
|             |                                   |            | - Customer requests handled in a prompt and courteous manner.  | 5%                                    | - Total number of phone calls and emails requests or inquiries from Customer Complaint log each quarter. | Random Sampling        |
|             |                                   |            | - Requirements of training and qualification records /files completed in accordance with requirements of the PWS.              | 5%                                    | - Total number of Files and Disposition Plans reviewed and updated annually.                             | Random Sampling        |
|             |                                   |            |  |                                       |  |                        |
|             |                                   | Timeliness | - Verify enrollment/registration data is posted in CHRIS system within three working days of action.                           | 2%                                    | - Total number of training sessions and events scheduled for each quarter.                               | Random Sampling        |
|             |                                   |            | - Verify course data is posted in CHRIS system within 60 calendar days of course scheduled delivery date.                      | 5%                                    | - Total number of training sessions and events scheduled for each quarter.                               | Random Sampling        |
|             |                                   |            | - Course participants are provided no less than seven working days cancellation of a scheduled course.                         | 5%                                    | - Total number of training sessions and events canceled for each   | Random Sampling        |

| Para. No. | Required Service         | Standard   | Standard Description  | Acceptable Level Of Performance (ALP) | Lot Size  | Method Of Surveillance |
|-----------|--------------------------|------------|---|---------------------------------------|---|------------------------|
|           |                          |            | - Announcement/publicizing of long-term training and development programs is made to the DOE training community at least 60 calendar days prior to the application due date.  | 2%                                    | quarter.  | Random Sampling        |
|           |                          |            | - Provide an initial response to incoming phone calls, emails or inquiries within one hour.   | 5%                                    | - Total number of announced/publicized long-term training and development programs for each year.   | Random Sampling        |
|           |                          |            | - Provide final response to incoming phone calls, emails or inquiries that require additional research within one working day.  |                                       | - Total number of phone calls, emails or inquiries from Customer Complaint log each quarter.<br><br>- Total number of phone calls, emails or inquiries that require additional research from Customer Complaint log each quarter. |                        |
|           |                          | Reporting  | - Reports meet DOE specified information and formatting requirements.   | 5%                                    | - Total number of monthly reports, year to date reports, and on demand reports in a quarter.  | Random Sampling        |
| 3.4       | Subject Matter Expertise | Quality    | - Service Provider verifies and documents M&O training materials meet all laws, regulations and orders, uses systematic approach to training, satisfies course learning objectives, and addresses each criterion in needs assessment. | 5%                                    | - Total number of requests for evaluations of M&O contractor training programs.   | Random Sampling        |
|           |                          | Timeliness | - Report provided to COR within three working days of request.  | 5%                                    | - Total number of requests for evaluations of M&O contractor training programs.   | Random Sampling        |

| Para. No. | Required Service     | Standard   | Standard Description   | Acceptable Level Of Performance (ALP) | Lot Size   | Method Of Surveillance |
|-----------|----------------------|------------|--|---------------------------------------|--|------------------------|
| 3.5       | Employee Development | Quality    | - Service Provider ensures current and new development programs meet all laws, regulations and orders, uses systematic approach to training, satisfies course learning objectives, and addresses each criterion in needs assessment. | 5%                                    | - Total number of existing and new development programs required to be maintained, administered and managed in a year. | 100% Inspection        |
|           |                      | Timeliness | - Submit recommendations for improvements to existing programs at least annually.  | 5%                                    | - Total number of programs required to be maintained, administered and managed in a year.                              | 100% Inspection        |
|           |                      |            | - Submission of recommendations for development of new programs meets COR requested dates.   | 5%                                    | - Total number of new programs requested by COR in a year.   | 100% Inspection        |
|           |                      | Reporting  | - Maintain a history of all documentation, policies in accordance with requirements of the PWS.  | 5%                                    | - Total number of programs maintained, administered, managed, and developed in a year.                                 | 100% Inspection        |

| Para. No. | Required Service                              | Standard   | Standard Description  | Acceptable Level Of Performance (ALP) | Lot Size   | Method Of Surveillance |
|-----------|---|------------|---|---------------------------------------|--|------------------------|
| 3.6       | Technical Qualification Program (TQP) Support | Quality    | - Information for quarterly and annual reports is structured in accordance with the requirements of the PWS.  | 5%                                    | - Quarterly DOE report and annual documenting of critical skills inventory.  | Random Sampling        |
|           |   |            | - Recommendations for new standards are delivered and accepted by COR with no more than two re-writes per instance.   | 5%                                    | - Total number of new standards developed in a year.   | 100% Inspection        |
|           |   |            | - TQP Qualification Cards are delivered and accepted by COR within no more than one re-write per instance.  | 5%                                    | - Total number of qualification cards delivered in each quarter.   | Random Sampling        |
|           |   | Timeliness | - Submit report 15 working days after end of each quarter.  | 5%                                    | - Quarterly DOE report.  | Random Sampling        |
|           |   |            | - Submit standards update recommendations for no more than 40% of functional area and 30% of facility specific qualification standards by September 30 each year. | 5%                                    | - Total number of standards to be reviewed and updated as designated by the FTCP.  | 100% Inspection        |
|           |   |            | - TQP Certifications and qualification cards are completed within 10 working days of official receipt of completion.  | 5%                                    | - Total number of qualification cards delivered in each quarter.   | Random Sampling        |
|           |   | Reporting  | Maintain a history of all documentation including drafts, in accordance with requirements of the PWS.   | 5%                                    | Quarterly DOE reports, total number of standards to be reviewed & updated as designated by the FTCP & total number of qualification cards delivered in each quarter. | Random Sampling        |

**APPENDIX G: TRAINING DELIVERY PROVIDERS**

Training delivery providers include but are not limited to current contractors and vendors. Current contractors are those that are providing training services as defined in their contract. Refer to Appendix J: Existing Training Contracts, for a list of current contracts. The acquisition vehicle used to hire vendors is either the Government credit card or purchase order.

See the attached Microsoft Excel file for details. This list includes both current contractors and vendors.

## APPENDIX H: DEFINITIONS AND ACRONYMS

### DEFINITIONS

**Acceptable Level of Performance (ALP).** The ALP is the maximum percent defective or the maximum number of defects per hundred units that can be considered average. Exceeding this allowable variance from the standard will cause the service to be rejected. An ALP is the maximum allowable degree of deviation from perfect performance of each requirement before the government considers Service Provider performance unsatisfactory. An ALP does not say the Service Provider may knowingly offer defective service to the government. An ALP implies defective performance sometimes happens unintentionally.

**Accountability.** Accountability is the obligation to keep accurate and complete records of property, documents, or funds. Important data elements may include, but are not limited to, identification data, gains, losses, due-ins, due-outs, and balances on hand or in use.

**Acquisition.** Acquiring by contract, with appropriated funds, supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

**Administer.** To work in an administrative capacity, e.g. the Service Provider will collect data on multi-element training needs, including functional and occupational needs assessments, and develop recommendations.

**Affiliate.** A person or business associated with the Department of Energy or the Service Provider as follows:

- Department of Energy-Affiliate: DOE employees with jurisdiction over the services under consideration, including the Office of Administration and Management. Also, such employees' spouses, parents, in-laws, children, stepchildren, brothers and sisters, and co-habitants.
- Service Provider Affiliate: All individuals, companies, or other entities with which any Service Provider owner or workforce member or subcontractor owner or workforce member has a personal or financial interest. Also, the Service Provider and its workforce members' spouses, parents, in-laws, children, stepchildren, brothers, and sisters and co-habitants.

**Availability.** A measure of the degree to which an item is in an operable and committable state at the start of the mission, when the mission is called for at an unknown (random) point in time.

**Biennially.** One time each two years.

**Bimonthly.** One time each two months.

**Biweekly.** One time each two weeks.

**Cancellation.** A total or partial discontinuance of supply action requested of and confirmed by the supplier.

**Catalog.** A uniform system of item/course identification and nomenclature to describe, classify, and number each item/course included in the system so that an item/course is identified by a single number.

**Change Order.** A written order signed by the Contracting Officer, directing the Service Provider to make changes that are authorized by the Changes clause of the contract.

**Classified Item.** See Controlled Inventory Items.

**Classified Material.** Documents, data, information, and items for which access is limited to those persons having a "need to know" and appropriate security clearance.

**Clearance.** Authority permitting individuals cooperating in Department of Energy work, and having a legitimate interest therein, access to classified technical information, material, or equipment or admission to restricted areas or Facilities where such information or material is located.

**Continuing Education Courses.** Courses initially designed as a refresher for experienced personnel. These abbreviated (1-3 day) or specialized topics respond to customer requests for shorter, concentrated deliveries that integrate program areas material is generally extracted from existing in depth, longer courses. Additionally, topics of interest to a variety of cross functional audiences will be developed.

**Contract.** All types of agreements and orders for the procurement of supplies or services.

**Contract Administrator.** An individual duly assigned by appropriate authority to administer a contract.

**Contract Discrepancy Report (CDR).** A formal, written documentation of Service Provider nonconformance or lack of performance for contracted work. The CDR is initiated by the CO, or an authorized representative, whenever the performance as determined by the CO is unsatisfactory. The Service Provider completes and returns the report to the CO.

**Contract Modification.** Any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity, or other contract provisions of an existing contract.

**Contract Start Date.** Date the Service Provider begins work (start of the basic contract period) in accordance with the terms of the contract.

**Contracting Office.** The office that awards or executes a contract for supplies or services and performs post-award functions not assigned to a Contract Administration Office.

**Contracting Officer (CO).** The only person duly appointed with the authority to enter into and administer contracts on behalf of the Government.

**Contracting Officer's Representative (COR).** The Government individual(s) designated in writing by the Contracting Officer to act as an authorized representative of the Contracting Officer to perform specific contract administrative functions within the scope and limitations as defined by the Contracting Officer. In the event of a Government win, the "contracting officer's representative" will simply be a Government official.

**Contractor.** The Contractor, its subsidiaries and affiliates, joint ventures involving the Contractor, or any entity which the Contractor may have merged or any individual or entity that assisted or advised the Contractor in the preparation of proposal under this solicitation.



**Controlled Inventory Items.** Items with characteristics requiring special identification, accounting, security, or handling to ensure their safeguard. These items, in order of degree of control normally exercised, are as follows:

- Classified item. Material requiring protection in the interest of national security.
- Sensitive item. Material requiring a high degree of protection and control because of statutory requirements or regulations; high-value, highly technical, or hazardous items; and small arms, ammunition, explosives, and demolition material.
- Pilferable item. Material having ready resale value or civilian application to personal possession and, therefore, especially subject to theft

**Corrective Action.** Consists of those efforts required to correct reported deficiencies and determine that other products are not similarly defective.

**Course Design.** Following an appropriate training needs assessment process, initial framing of the desired skill and performance outcomes, and the gathering of information relevant to the subject matter to be taught. Using the Systematic Approach to Training (an Instructional System Design Methodology), identifying the following for inclusion in a detailed course outline:

- Course Objectives
- Competencies and Skills to be addressed
- Learning Outcomes

**Course Development.** The process of taking the detailed course outline, upon acceptance by DOE, and developing course materials using existing course materials or other existing course materials relevant to achieve the stated course objective and learning outcome.

**Course Materials.** Materials that include the following as a minimum:

- Instructor Lesson Plan and Guide - The overall, written plan of instruction indicating each subject matter topic to be addressed, the class learning objective by topic, the specific skill or competency addressed, the estimated amount of time required to cover the topic, the method(s) to be used to introduce, present, and summarize the topic, student and instructor materials to be used, preparatory assignments for students, and any other pertinent information regarding the instructor delivery of a professional and technical skills training course. This lesson plan and guide should be sufficiently detailed to be used by any instructor requested to teach a professional and technical skills training course.
- Statement of Instructional Objectives for the course and the expected learning outcomes.
- Instructional Material Textbooks, handouts, copies of required readings, students' manuals, workbooks, and audiovisual aids (viewgraphs, videotapes, films, etc.). This may also include relevant DOE Policies and Orders as necessary.
- Course Materials and Instructor Evaluation Instruments.

**Customer.** Individuals and organizations, both internal and external to the Service Provider's organization, for who services are provided as required by this PWS.

**Element:** Includes all offices, employees and the National Nuclear Security Administration (NNSA) of DOE to include but not limited to Headquarters Program Offices, Operations Offices, Area Offices, Field and Project Offices, and Regional Offices.

**Emergency.** The reporting of sudden, usually unforeseen, occurrences where life or property are in immediate danger and require immediate action.

**Equipment.** An all-inclusive term that refers to non-expendable property of a movable nature.

**Equipment (As Used in Government-Furnished Property).** An item of equipment owned by the Government furnished to a Service Provider for performance of contract requirements.

**Exhibit.** A part of the PWS containing information useful to the Service Provider, that defines or affects the services defined in the Scope of Work.

**Facilities.** Buildings or structures, in whole or in part, furnished by the Government and assigned to the Service Provider for contract performance. All items of Real Property other than land.

**Fair Market Value.** The average selling price of an item or thing based upon condition and age.

**Fiscal Year (FY).** A period of 12 months beginning 1 October and ending 30 September of the following year. Fiscal year is designated by calendar year in which it ends.

**General Services Administration (GSA).** Agency established in 1949 with the Federal Supply Service as its major element for inventory management. Functions include supply management, procurement, quality control, cataloging, and supply distribution.

**Government.** The personnel and agencies that lawfully administer and control the affairs of the United States.

**Government Publications.** Publications adopted or published by the agencies of the United States Government.

**Government Representative.** Personnel designated by the Contracting Officer as official representatives of the Government to the Service Provider.

**Government-Furnished Property.** All equipment, goods, and land in the possession of or acquired directly by the Government and subsequently delivered or otherwise made available to the contractor.

**Input.** Information transferred into the internal storage of data processing system, representing data to be processed for information to help control the process.

**Inspect.** Determination and identification of the condition, defects, or malfunctions of equipment, facilities, and systems with reference to established standards.

**Instances of Training.** One individual participating in one training event..

**Inventory.** An inventory is a physical count of items of property on hand. Components are inventoried when the end item is inventoried.

**Joint Inventory.** A physical count of items conducted by individuals representing separate interests for the purpose of establishing the quantities of property on hand.

**Maintenance and Operations (M&O).** The activities for the reliable operation of utilities, equipment, and systems; and the preventive measures required to assure continued trouble-free operation of utilities, equipment, and systems.

**Monthly.** Once each calendar month, normally at the same time each month. In connection with preventive maintenance, monthly refers to a 28-day cycle.

**Multi-Element.** Three or more elements.

**Performance Indicator.** A characteristic of an output of a work process that can be measured.

**Performance Requirements Summary (PRS).** The PRS shows contract requirements, the component requirements related to each contract requirement, the price of each work requirement as a percentage of the associated contract requirement, the standard of performance, and the maximum allowable defect rate (MADR) for each work requirement.

**Performance Work Statement (PWS).** The PWS consists of the definitive or descriptive words identifying the subject matter of the contract referred to as the specifications or work statement.

**Phase-in Period.** The period between contract award and contract commencement.

**Phase-out Period.** The period between contract end and transition back to government or other service provider entity.

**Planned Sampling.** Based on some subjective rationale and sample size arbitrarily determined.

**Policy.** The general plan of operation.

**Prerequisite.** Professional and technical skills courses that have been identified by DOE as recommended prior to participation in certain other professional and technical skills training program courses.

**Priority.** Work which takes precedence over all other work and requires immediate attention. Such work is usually necessary for the immediate protection of health, life, safety, security, or property.

**Procedure.** The step-by-step method or way that the policy or plan is to be carried out.

**Process.** A series of actions or operations that achieve an end or result.

**Procurement.** The process of obtaining products or services for DOE to include consultation services, acquisition services, and records maintenance.

**Property.** Terms "Real Property", "Government Property", "DOE Property", and "Property" include all property under control of the Department of Energy. Property includes but is not limited to land, facilities, equipment, supplies, parts, and accessories thereto, and alteration or Facility of any of the foregoing. Not included is property accounted for and owned by a non-appropriated fund activity.

**Prototype.** The first delivery of any professional and technical skills training course in an actual training delivery setting following course design and development. A course prototype will require review, critique, and acceptance by the Contracting Officer or his/her designated representative and selected Department of Energy subject matter experts.

**Quality.** The composite of attributes or characteristics, including performance of an item or product.

**Quality Assurance (QA).** A planned and systematic pattern of all Government actions necessary to provide confidence that adequate technical requirements are established; products and services conform to

established technical requirements; and satisfactory performance is achieved. For the purposes of this PRD, quality assurance refers to actions by the Government.

**Quality Assurance Evaluator (QAE).** A functionally qualified person who performs quality assurance functions for a contracted service.

**Quality Assurance Surveillance Plan (QASP).** An organized written document used for Government quality assurance surveillance. This document contains specific methods to perform surveillance of the Service Provider and is for Government use only.

**Quality Control (QC).** Those actions taken by a Service Provider to control the performance of services so they meet the requirements of the PWS.

**Random Sample.** A sampling method whereby each service output in a lot has an equal chance of being selected.

**Records.** All books, maps, photographs, machine-readable materials, or other documentary materials regardless of physical form or characteristics, made or received by an Agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data contained in them.

**Reconciliation.** A comparison of the records of separate activities to ensure their compatibility. The term reconciliation includes the corrective actions necessary to bring the two record sets into agreement.

**Repair.** The application of maintenance services or other action to restore serviceability to an item, correcting specific damage, fault, malfunction, or failure in a part, subassembly, module (component or assembly), end item, or system.

**Restricted Area.** Those areas designated that require control of personnel for security reasons and/or equipment for protection of personnel and property.

**Restricted Items.** Items which require a higher degree of security because of their desirability or vulnerability to pilferage.

**Sample.** A sample consists of one or more service outputs drawn from a lot for quality assurance surveillance.

**Sample Size.** Number of units of product or of outputs in sample.

**Sampling Guide.** The part of the surveillance plan which contains the information needed to perform a random sample.

**Sampling Plan.** A plan which indicates AQL, number of units from each lot which are to be inspected (sample size), and criteria for determining acceptability of the lots (acceptance and rejection numbers). This plan is used to develop sampling guide.

**Sensitive Item.** See Controlled Inventory Items.

**Sensitive Material.** That which required other than normal handling (e.g., hazardous, pilferable,

refrigerated, controlled substance, and classified).

**Service Provider.** The organization with which the Government contracts to perform services. The term is used to recognize the possibility that in the A-76 Commercial Activities environment, either a contractor or Government organization may be selected to perform the contracted services.

**Service Provider-Furnished Equipment (SPFE).** That equipment the Service Provider is required to furnish in order to perform the requirements of the contract.

**Service Provider-Furnished Property (SPFP).** That property the Service Provider is required to furnish in order to perform the requirements of the contract. The Service Provider retains title to all SPFP. The term CFP includes Service Provider Furnished Equipment (SPFE).

**Serviceable.** Property which is in condition for use.

**Shall.** The word “shall” is used in connection with the contract and specifies that the provisions are binding.

**Site Offices/Locations.** Those support locations, offices, and facilities listed in TE-2-1.

**Standards.** An acknowledged level or measure of comparison to which the Service Provider is expected to perform.

**Standard Operating Procedure (SOP).** A comprehensive narrative description of maintenance and repair methods prepared by the Service Provider. A set of instructions covering those features of operations that lend themselves to a definite or standardized procedure without loss of effectiveness. The procedure is applicable unless ordered otherwise.

**Subcontractor.** Any person, firm, or company contracted by the contractor to perform part or all portions of a contract.

**Supplies.** Items needed to equip, maintain, operate, and support activities. Supplies may be used for administrative or general plant purposes. Supplies include food, clothing, equipment, and machinery of all kinds. Supplies are synonymous with “equipment” and “material.”

**Target Audience.** The target audience for professional and technical skills training courses will be employees whose positions require knowledge of specific professional skills subject matter.

**Technical Advisory Group(S).** Formally chartered groups of DOE employees serving in an advisory capacity to the Office of Training and Human Resource Development on specific curriculum course design, development, and prototype training course delivery. These groups possess technical expertise relevant to the professional and technical skills training subject matter.

**Textbook.** The basic reference document used for course instruction consisting of at least the following:

- Narrative statement of training course objectives, skill areas and course competencies to be addressed and the expected learning outcomes.
- Table of Contents.
- Daily course agenda (including required reading assignments).

- Narrative text designed and written to educate the reader on the subject matter topics in sufficient detail for the student to be able to achieve the expected learning outcomes. The text must be well written, well organized, error free and presented in chapters that complement the classroom presentation.
- The narrative text shall reflect regulatory, directive, and other policies and procedural materials as appropriate and shall be current as of the date submitted to the Contracting Officer or his/her designated representative for approval.
- Bibliography.
- Index.

**Technology Supported Learning and Instruction.** For the purpose of this statement of work, technology supported learning and instruction implies the use of various advanced training technologies including interactive television (ITV), multi-media (MM), Computer Based Training (CBT), and Internet and web based training. The appropriate use of these advanced training technologies will be employed to enhance and reinforce DOE wide technical competence and overall job performance. See the Department of Energy Technology Supported Learning Business Case dated April 1997 for specific information that the Department of Energy considered in its approach to technology supported learning.

**Training.** The process of providing for and making available to an employee(s) and placing or enrolling an employee(s) in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in fiscal, administrative, management, individual development, or other fields which improve individual and organizational performance and assist in achieving the agency's mission and performance goals.

**Transition Period.** Time preceding resultant contract start work date and is provided to Service Provider for the purpose of observing existing Service Provider operation. In order to have a smooth transition from Service Provider operation to Service Provider performance, no training or instruction will be provided by Government personnel to Contract employees. Prior Service Provider will remain responsible for performance of all work. Transition period shall be that 60 day period prior to resultant contract start work date and shall end at 0000 hours on day preceding resultant contract start date.

**Training System.** An integrated set of training processes which includes but is not limited to needs assessment,, management (oversight of course design, development and presentation), and evaluation of training course program sufficiency.

**Update/Revision of Course Materials.** The on-going, continuous process of assuring that each course delivery reflects the most current information relevant to the subject matter addressed and that it is reflected in the course materials to be used. Materials submitted to DOE for review following an update/revision should provide a detailed list of changes referencing page number and action taken to update/revise subject matter content.

**Valid Complaint.** A complaint against the Service Provider, by a customer of the service or a controlling Government agency, which has been investigated and found to be correct in that the Service Provider's service was defective.

**Visual Information.** The aspect of information technology that pertains to the acquisition, creation, storage, transmission, distribution, and disposition of still and motion imagery, with or without sound, for the purpose of conveying information.

**Working Level Knowledge.** The knowledge required to monitor and assess operations/activities, to

apply standards of acceptable performance, and to reference appropriate materials and/or expert advice as required to ensure the safety of departmental activities.

## ACRONYMS

|       |   |
|-------|---|
| ACR   | Annual Capability Report                                |
| ACR   | Annual Capacity Report                                  |
| ADA   | Americans with Disabilities Act                         |
| ADMIN | Administrative  |
| ADP   | Automated Data Processing                               |
| ADPE  | Automated Data Processing Equipment                     |
| AFT   | Alcohol, Firearms and Tobacco                           |
| AHJ   | Authority Having Jurisdiction                           |
| AL    | Albuquerque Operations Office                           |
| AQL   | Acceptable Quality Level                                |
| ATP   | Annual Training Plan                                    |
| BLM   | Bureau of Land Management                               |
| BMOP  | Business Management Oversight Program                   |
| BPA   | Blanket Purchase Agreement                              |
| BSC   | Balance Score Card                                      |
| CA    | Commercial Activities                                   |
| CDR   | Contract Discrepancy Report                             |
| CFR   | Code of Federal Regulations                             |
| CGA   | Continuing Government Activity                          |
| CH    | Chicago   |
| CHRIS | Corporate Human Resource Information System             |
| CI    | Office of Congressional and Intergovernmental Affairs   |
| CO    | Contracting Officer                                     |
| COB   | Close of Business                                       |
| COO   | Chief Operating Officer                                 |
| COR   | Contracting Officer's Representative                    |
| COTS  | Commercial Off the Shelf (software)                     |
| CRRS  | Conference Room Scheduling System (NV)                  |
| CTA   | Central Training Academy                                |
| CTI   | Classification Training Institute                       |
| DER   | Department of Energy Regulation                         |
| DEV   | Developmental Database                                  |
| DOD   | Department of Defense                                   |
| DOE   | Department of Energy                                    |
| DOL   | Department of Labor                                     |
| DRG   | Designated Government Representative                    |
| EADS  | Energy Asset Disposal System                            |
| ED    | Office of Economic Impact and Diversity                 |
| EE    | Office of Energy Efficiency and Renewable Energy        |
| EH    | Assistant Secretary for Environment, Safety, and Health |
| EIA   | Energy Information Administration                       |
| EM    | Office of Environmental Management                      |
| EMP   | Energy Management Program                               |
| EO    | Executive Order   |

|        |   |
|--------|---|
| EOC    | Emergency Operations Center                         |
| EPA    | Environmental Protection Agency                     |
| ES&H   | Environmental Safety and Health                     |
| ETC    | Energy Training Center                              |
| FAR    | Federal Acquisition Regulations                     |
| FCL    | Facility Security Clearance                         |
| FE     | Assistant Secretary for Fossil Energy               |
| FERC   | Federal Energy Regulatory Commission                |
| FIMS   | Facility Information Management System              |
| FIS    | Financial Information System                        |
| FMR    | Federal Management Regulations                      |
| FTCP   | Federal Technical Capability Program                |
| FY     | Fiscal Year   |
| GAO    | General Accounting Office                           |
| GC     | Office of General Counsel                           |
| GF     | Government Furnished                                |
| GFE    | Government-Furnished Equipment                      |
| GFF    | Government-Furnished Facilities                     |
| GFP    | Government-Furnished Property                       |
| GOCO   | Government-Owned, Contractor Operated               |
| GOGO   | Government-Owned, Government-Operated               |
| GOSPO  | Government-Owned, Service Provider-Operated         |
| GSA    | General Services Agency                             |
| HAZCOM | Hazard Communication                                |
| HAZMAT | Hazardous Material                                  |
| HCMIP  | Human Capital Management Improvement Plan           |
| HG     | Office of Hearings and Appeals                      |
| HQ     | Headquarters  |
| HR     | Human Resources                                     |
| HRMDD  | Human Resources Management and Development Division |
| IAEA   | International Atomic Energy Agency                  |
| IAW    | In accordance with                                  |
| IBM    | International Business Machines                     |
| ICP    | Inventory Control Point                             |
| ID     | Idaho Operations Office                             |
| IDC    | Indefinite Delivery Contract                        |
| IDP    | Individual Development Plan                         |
| IG     | Inherently Governmental                             |
| IHCE   | In-House Cost Estimate                              |
| IM     | Office of the Chief Information Officer             |
| ISO    | International Standards Organization                |
| ISSA   | Inter-Service Support Agreement                     |
| ISSO   | Information System Security Officer                 |
| IT     | Information Technology                              |
| JTR    | Joint Travel Regulation                             |
| KTI    | Key Technical Issues                                |
| LAN    | Local Area Network                                  |
| LBNL   | Lawrence Berkeley National Laboratory               |
| LLNL   | Lawrence Livermore National Laboratory (Oakland)    |
| M&I    | Management and Integration                          |
| M&O    | Maintenance and Operations                          |



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|       |   |
|-------|---|
| MADR  | Maximum Allowable Defect Rate                             |
| ME    | Office of Management, Budget and Evaluation               |
| MIS   | Management Information System                             |
| MOA   | Memorandum of Agreement                                   |
| MOU   | Memorandum of Understanding                               |
| NE    | Office of Nuclear Energy, Science and Technology          |
| NEA   | Nuclear Energy Agency                                     |
| NETL  | National Energy Technology Laboratory                     |
| NEST  | National Emergency Search Team                            |
| NEPA  | National Environmental Policy Act                         |
| NFIB  | National Foreign Intelligence Board                       |
| NM    | New Mexico  |
| NNSA  | National Nuclear Security Administration                  |
| NNSI  | Nonproliferation and National Security Institute          |
| NOV   | Notice of Violations                                      |
| NRC   | Nuclear Regulatory Commission                             |
| NSF   | Nevada Support Facility                                   |
| NT    | Nevada Test Site  |
| NTP   | National Transportation Program                           |
| NV    | Nevada Operations Office                                  |
| NWF   | Nuclear Waste Fund  |
| NWTRB | Nuclear Waste Technical Review Board                      |
| OA    | Office of Independent Oversight and Performance Assurance |
| OAK   | Oakland Operations Office                                 |
| OCI   | Office of Counterintelligence                             |
| OCRWM | Office of Civilian Radioactive Waste Management           |
| OH    | Ohio  |
| OHRT  | Office of Human Resources and Training                    |
| OIG   | Office of Inspector General                               |
| OKCS  | Office of Kansas City Site Office, KS                     |
| OKS   | Office of Kirtland Site Office, NM                        |
| OLAS  | Office of Los Alamos Site Office, NM                      |
| OMB   | Office of Management and Budget                           |
| OQA   | Office of Quality Assurance                               |
| ORO   | Oak Ridge   |
| ORWM  | Office of Radioactive Waste Management                    |
| ORD   | Office of Repository Development                          |
| OSHA  | Occupational Safety and Health Act                        |
| OTS   | Office of Transportation Safeguard                        |
| PA    | Office of Public Affairs                                  |
| PI    | Office of Policy and International Affairs                |
| PL    | Public Law  |
| PM    | Project Manager   |
| POC   | Point of Contact  |
| POWER | Primary Organizational Web-based Employee Records         |
| PRS   | Performance Requirements Summary                          |
| PSO   | Pantex Site Office, TX                                    |
| PWS   | Performance Work Statement                                |
| QA    | Quality Assurance   |
| QAE   | Quality Assurance Evaluator                               |
| QARD  | Quality Assurance Requirements and Description            |

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|        |   |
|--------|---|
| QASP   | Quality Assurance Surveillance Plan             |
| QC/QCP | Quality Control / Quality Control Program       |
| QDR    | Quality Deficiency Report                       |
| QTY    | Quantity  |
| R&D    | Research and Development                        |
| RF     | Rocky Flats                                     |
| RFFO   | Rocky Flats Field Office                        |
| RFI    | Request for Information                         |
| RL     | Richland  |
| RM     | Records Management                              |
| RW     | Office of Civilian Radioactive Waste Management |
| SC     | Office of Science                               |
| SCWE   | Safety-Conscious Work Environment               |
| SF     | Standard Form                                   |
| SIT    | Systems Integration Testing                     |
| SME    | Subject Matter Expert                           |
| SNL    | Sandia National Laboratories                    |
| SPD    | Strategy and Program Development                |
| SPFE   | Service Provider Furnished Equipment            |
| SPRO   | Strategic Petroleum Reserve Project Office      |
| SPFP   | Service Provider Furnished Property             |
| SO     | Office of Security                              |
| SO61   | Office of Security Training and Education       |
| SOO    | Standing Operating Order                        |
| SOP    | Standing Operating Procedure                    |
| SOW    | Statement of Work                               |
| SP     | Service Provider                                |
| SPF    | Service Provider Furnished                      |
| SPFE   | Service Provider Furnished Equipment            |
| SPFP   | Service Provider Furnished Property             |
| SR     | Savannah River                                  |
| STI    | Science and Technology Information              |
| TE     | Technical Exhibit                               |
| TQM    | Total Quality Management                        |
| TSLCC  | Total System Life Cycle Cost                    |
| TYCSP  | Ten Year Comprehensive Site Plan                |
| USC    | United States Code                              |
| WBS    | Work Breakdown Structure                        |
| WO     | Work Order                                      |
| WT     | Office of Worker and Community Transition       |

**APPENDIX I: PUBLICATIONS AND FORMS**

The following tables list publications and forms used in performance of tasks outlined in this contract. The lists provided herein are partial lists and are not meant to be construed as being all inclusive of publications and forms that apply to the tasks in this contract. The Service Provider shall be responsible for establishing publications accounts or otherwise updating and procuring publications necessary for performing this Contract.

Every effort has been made to provide a virtual reading room. In many cases, the URL links directly to the publication. Generally, publications can be found on the websites below:

- DOE directives, e.g., orders, manuals, guides, and forms.....<http://www.directives.doe.gov>
- Code of Federal Regulations .....<http://www4.law.cornell.edu/cfr> OR  
<http://ecfr.gpoaccess.gov>
- Public Laws (summary).....<http://thomas.loc.gov/bss/d108/d108laws.html>
- Federal Acquisition Regulations ..... <http://www.acqnet.gov/far/>
- Travel ..... [www.firstgov.gov](http://www.firstgov.gov)
- DOE Site-Specific Directives .....files attached at

**ABBREVIATIONS ASSOCIATED WITH PUBLICATIONS AND FORMS**

The following abbreviations are used in listing publications and forms throughout this section:

|       |   |
|-------|---|
| CFR   | Code of Federal Regulations                           |
| DEAR  | Department of Energy Acquisition Regulation           |
| DOE   | Department of Energy                                  |
| DOE G | Department of Energy Guide                            |
| DOE M | Department of Energy Manual                           |
| DOE O | Department of Energy Order                            |
| EO    | Executive Order                                       |
| FAR   | Federal Acquisition Regulation                        |
| FEOSH | Federal Employee Occupational Safety & Health Program |
| FMS   | Financial Management Service                          |
| FTR   | Federal Travel Regulation                             |
| GAO   | General Accounting Office                             |
| GSA   | General Services Administration                       |
| HDBK  | Handbook  |
| IRS   | Internal Revenue Service                              |
| JTR   | Joint Travel Regulation                               |
| NFPA  | National Fire Protection Agency                       |
| NV    | Nevada  |
| OMB   | Office of Management and Budget                       |
| OPM   | Office of Personnel Management                        |
| ORO   | Oak Ridge Operations                                  |
| OSHA  | Occupational Safety and Health Administration         |
| PL    | Public Law  |
| RL    | Richland  |
| SF    | Standard Form   |
| SFFAS | Statements of Federal Financial Accounting Standards  |

|      |   |
|------|---|
| SFG  | Standards for Federal Government                  |
| SPRO | Strategic Petroleum Reserve Office                |
| TFM  | Treasury Financial Manual                         |
| USC  | United States Code                                |
| USPS | United States Postal Service Domestic Mail Manual |

**PUBLICATIONS**

| <b>PUBLICATION</b>                  | <b>TITLE AND CODE</b>   |
|-------------------------------------|---|
| <b>DEPARTMENT OF ENERGY ORDERS</b>  |   |
| DOE O 200.1                         | Information Management Program<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>   |
| DOE O 311.B                         | Equal Employment Opportunity and Diversity Program<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>   |
| DOE O 350.1<br>Chg 1                | Contractor Human Resource Management Programs<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>  |
| DOE O 360.1B                        | Federal Employee Training<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>  |
| DOE O 361.1<br>Chg 2                | Acquisition Career Development Program<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>   |
| DOE O 414.1A<br>Chg 1               | Quality Assurance<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>  |
| DOE O 470.1<br>Chg 1                | Safeguards and Security Program<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>  |
| DOE O 471.2A                        | Information Security Program<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>   |
| DOE O 473.2                         | Protective Force Program<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>   |
| DOE O 474.1A                        | Control and Accountability of Nuclear Materials<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>  |
| DOE HQ O<br>1324.1A                 | Records Management<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>   |
| DOE O<br>5480.20A                   | Personnel Selection, Qualification And Training Requirements For Doe Nuclear Facilities<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>  |
| <b>DEPARTMENT OF ENERGY MANUALS</b> |   |
| DOE M 360.1-<br>1B                  | Federal Employee Training Manual<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>   |
| DOE M 426.1-1<br>.                  | Federal Technical Capability Manual<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>  |
| DOE M 470.1-1<br>.                  | Safeguard Security and Awareness Program<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a> or request a copy via e-mail addressed to: <a href="mailto:security.directives@hq.doe.gov">security.directives@hq.doe.gov</a>   |
| DOE M 471.1-1<br>Chg 1              | Identification and Protection of Unclassified Controlled Nuclear Information Manual<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a> or request a copy via e-mail addressed to: <a href="mailto:security.directives@hq.doe.gov">security.directives@hq.doe.gov</a><br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a> or request a copy via e-mail addressed to: <a href="mailto:security.directives@hq.doe.gov">security.directives@hq.doe.gov</a> |
| DOE M 471.2-<br>1C                  | Classified Matter Protection and Control Manual<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a> or request a copy via e-mail addressed to: <a href="mailto:security.directives@hq.doe.gov">security.directives@hq.doe.gov</a>  |
| DOE M 471.2-2                       | Classified Information Systems Security Manual<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a> or request a copy via e-mail addressed to: <a href="mailto:security.directives@hq.doe.gov">security.directives@hq.doe.gov</a>   |
| DOE M 472.1-<br>1B                  | Personnel Security Program Manual<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a> or request a copy via e-mail addressed to: <a href="mailto:security.directives@hq.doe.gov">security.directives@hq.doe.gov</a>  |
| DOE M 473.2-<br>1A                  | Firearms Qualification Courses Manual<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a> or request a copy via e-mail addressed to: <a href="mailto:security.directives@hq.doe.gov">security.directives@hq.doe.gov</a>  |
| DOE M 473.2-2<br>Chg 1              | Protective Force Program Manual<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a> or request a copy via e-mail addressed to: <a href="mailto:security.directives@hq.doe.gov">security.directives@hq.doe.gov</a>  |

| PUBLICATION                           | TITLE AND CODE   |
|---------------------------------------|--|
| DOE M 474.1-1A                        | Manual for Control and Accountability of Nuclear Materials<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a> or request a copy via e-mail addressed to: <a href="mailto:security.directives@hq.doe.gov">security.directives@hq.doe.gov</a>  |
| DOE M 475.1-1A                        | Identifying Classified Information<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a> or request a copy via e-mail addressed to: <a href="mailto:security.directives@hq.doe.gov">security.directives@hq.doe.gov</a>  |
| <b>DEPARTMENT OF ENERGY HANDBOOKS</b> |  |
| DOE-HDBK-1074-95                      | Alternative Systematic Approaches To Training<br><a href="http://tis.eh.doe.gov/techstds/standard/">http://tis.eh.doe.gov/techstds/standard/</a>   |
| DOE-HDBK-1078-94                      | A Systematic Approach to Training<br><a href="http://tis.eh.doe.gov/techstds/standard/">http://tis.eh.doe.gov/techstds/standard/</a>   |
| DOE HDBK 1200 – 97                    | Guide to Good Practices for Developing Learning Objectives<br><a href="http://tis.eh.doe.gov/techstds/standard/">http://tis.eh.doe.gov/techstds/standard/</a>  |
| <b>DEPARTMENT OF ENERGY GUIDES</b>    |  |
| DOE G 120.1-5                         | Guidelines For Performance Measurements<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>   |
| DOE G 426.1-1                         | Recruiting, Hiring, and Retaining High-Quality Technical Staff<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>  |
| DOE G 1324.5B                         | Implementation Guide for Records Management<br><a href="http://www.directives.doe.gov">http://www.directives.doe.gov</a>   |
| <b>CODE OF FEDERAL REGULATIONS</b>    |  |
| 5 CFR 330.601, et seq                 | Agency Career Transition Plans<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=af5bcd3f2ac0a8c8d407f5c808aa614a&amp;rgn=div6&amp;view=text&amp;node=5:1.0.1.2.42.6&amp;idno=5">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=af5bcd3f2ac0a8c8d407f5c808aa614a&amp;rgn=div6&amp;view=text&amp;node=5:1.0.1.2.42.6&amp;idno=5</a>  |
| 5 CFR Part 410                        | OPM Regulations of Federal Employee Training<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=af5bcd3f2ac0a8c8d407f5c808aa614a&amp;rgn=div5&amp;view=text&amp;node=5:1.0.1.2.56&amp;idno=5">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=af5bcd3f2ac0a8c8d407f5c808aa614a&amp;rgn=div5&amp;view=text&amp;node=5:1.0.1.2.56&amp;idno=5</a>  |
| 5 CFR Part 412                        | Executive, Management, and Supervisory Development<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=af5bcd3f2ac0a8c8d407f5c808aa614a&amp;rgn=div5&amp;view=text&amp;node=5:1.0.1.2.57&amp;idno=5">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=af5bcd3f2ac0a8c8d407f5c808aa614a&amp;rgn=div5&amp;view=text&amp;node=5:1.0.1.2.57&amp;idno=5</a>  |
| 5 CFR 1315                            | Prompt Payment<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=af5bcd3f2ac0a8c8d407f5c808aa614a&amp;rgn=div5&amp;view=text&amp;node=5:3.0.2.3.8&amp;idno=5">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=af5bcd3f2ac0a8c8d407f5c808aa614a&amp;rgn=div5&amp;view=text&amp;node=5:3.0.2.3.8&amp;idno=5</a>  |
| 10 CFR 205                            | Administrative Procedures & Sanctions<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=fd92b9bd5cd1940fc2e2023de52c48&amp;rgn=div5&amp;view=text&amp;node=10:3.0.1.1.3&amp;idno=10">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=fd92b9bd5cd1940fc2e2023de52c48&amp;rgn=div5&amp;view=text&amp;node=10:3.0.1.1.3&amp;idno=10</a>   |
| 10 CFR 1008                           | Records Maintained on Individuals<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=fd92b9bd5cd1940fc2e2023de52c48&amp;rgn=div5&amp;view=text&amp;node=10:4.0.3.5.6&amp;idno=10">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=fd92b9bd5cd1940fc2e2023de52c48&amp;rgn=div5&amp;view=text&amp;node=10:4.0.3.5.6&amp;idno=10</a>   |
| 10 CFR 1015                           | Collection of Claims Owed the U.S.<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=fd92b9bd5cd1940fc2e2023de52c48&amp;rgn=div5&amp;view=text&amp;node=10:4.0.3.5.11&amp;idno=10">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=fd92b9bd5cd1940fc2e2023de52c48&amp;rgn=div5&amp;view=text&amp;node=10:4.0.3.5.11&amp;idno=10</a>  |
| 29 CFR 1910                           | Occupational Safety and Health Standards<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=11ed62ecf0741b5bb62dced3352468e2&amp;rgn=div5&amp;view=text&amp;node=29:5.1.1.1.8&amp;idno=29">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=11ed62ecf0741b5bb62dced3352468e2&amp;rgn=div5&amp;view=text&amp;node=29:5.1.1.1.8&amp;idno=29</a>  |
| 29 CFR 1910.120                       | Hazardous Communication<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=972edf8293be4b5bbb9de57170c3f662&amp;rgn=div8&amp;view=text&amp;node=29:5.1.1.1.8.33.14&amp;idno=29">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=972edf8293be4b5bbb9de57170c3f662&amp;rgn=div8&amp;view=text&amp;node=29:5.1.1.1.8.33.14&amp;idno=29</a>   |
| 29 CFR 1960                           | Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=11ed62ecf0741b5bb62dced3352468e2&amp;rgn=div5&amp;view=text&amp;node=29:9.1.1.1.9&amp;idno=29">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=11ed62ecf0741b5bb62dced3352468e2&amp;rgn=div5&amp;view=text&amp;node=29:9.1.1.1.9&amp;idno=29</a> |

| PUBLICATION                      | TITLE AND CODE   |
|----------------------------------|--|
| 40 CFR 264.16                    | Personnel Training<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=6ba52a9383a00cba577e305d4289d9ac&amp;rgn=div8&amp;view=text&amp;node=40:23.0.1.1.5.2.1.7&amp;idno=40">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=6ba52a9383a00cba577e305d4289d9ac&amp;rgn=div8&amp;view=text&amp;node=40:23.0.1.1.5.2.1.7&amp;idno=40</a>                  |
| 41 CFR 102                       | Federal Property Management Regulations<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=951db5ed712a7d66696e84d54fa3fc2f&amp;c=ecfr&amp;tpl=/ecfrbrowse/Title41/41cfrv3_02.tpl">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=951db5ed712a7d66696e84d54fa3fc2f&amp;c=ecfr&amp;tpl=/ecfrbrowse/Title41/41cfrv3_02.tpl</a>   |
| 41 CFR 109                       | DOE Property Management<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=5bb3fa6d1c6bf27f4b0666ce5ad7a8b7&amp;rgn=div5&amp;view=text&amp;node=41:3.1.4.9.1&amp;idno=41">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=5bb3fa6d1c6bf27f4b0666ce5ad7a8b7&amp;rgn=div5&amp;view=text&amp;node=41:3.1.4.9.1&amp;idno=41</a>                           |
| 41 CFR 109-1.5106-5              | Physical Counts of Inventory and Related Property<br><a href="http://www.cfo.doe.gov/policy/actindex/chap09.pdf">http://www.cfo.doe.gov/policy/actindex/chap09.pdf</a>   |
| 41 CFR 300                       | Federal Travel Regulations<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=5bb3fa6d1c6bf27f4b0666ce5ad7a8b7&amp;rgn=div5&amp;view=text&amp;node=41:4.2.1.1.1&amp;idno=41">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=5bb3fa6d1c6bf27f4b0666ce5ad7a8b7&amp;rgn=div5&amp;view=text&amp;node=41:4.2.1.1.1&amp;idno=41</a>                        |
| 48 CFR 1-32.4                    | Federal Acquisition Regulations System<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=e8d120ee5173fa82d98d3722303f172b&amp;rgn=div5&amp;view=text&amp;node=48:1.0.1.1.1&amp;idno=48">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=e8d120ee5173fa82d98d3722303f172b&amp;rgn=div5&amp;view=text&amp;node=48:1.0.1.1.1&amp;idno=48</a>            |
| 48 CFR 9                         | Contractor Qualifications<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=e8d120ee5173fa82d98d3722303f172b&amp;rgn=div5&amp;view=text&amp;node=48:1.0.1.2.9&amp;idno=48">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=e8d120ee5173fa82d98d3722303f172b&amp;rgn=div5&amp;view=text&amp;node=48:1.0.1.2.9&amp;idno=48</a>                         |
| 48 CFR 970                       | DOE Management & Operating Contracts<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=e8d120ee5173fa82d98d3722303f172b&amp;rgn=div5&amp;view=text&amp;node=48:5.0.3.26.39&amp;idno=48">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=e8d120ee5173fa82d98d3722303f172b&amp;rgn=div5&amp;view=text&amp;node=48:5.0.3.26.39&amp;idno=48</a>          |
| 49 CFR 171                       | General Information, Regulations, and Definitions<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=43d9d8793bfa092807b1620e5184daae&amp;rgn=div5&amp;view=text&amp;node=49:2.1.1.3.6&amp;idno=49">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=43d9d8793bfa092807b1620e5184daae&amp;rgn=div5&amp;view=text&amp;node=49:2.1.1.3.6&amp;idno=49</a> |
| <b>UNITED STATES CODE</b>        |  |
| 5 USC 3371-3376                  | Intergovernmental Personnel Act<br><a href="http://www4.law.cornell.edu/uscode/5/">http://www4.law.cornell.edu/uscode/5/</a>   |
| 5 USC 3373                       | Assignment of Employees to State or Local Government<br><a href="http://www4.law.cornell.edu/uscode/5/">http://www4.law.cornell.edu/uscode/5/</a>  |
| 5 USC 2301                       | Merit System Principles<br><a href="http://www4.law.cornell.edu/uscode/5/2301.html">http://www4.law.cornell.edu/uscode/5/2301.html</a>   |
| 5 USC 4103 et seq.               | Statutory Authority For Federal Employee Training Program<br><a href="http://www4.law.cornell.edu/uscode/5/4103.html">http://www4.law.cornell.edu/uscode/5/4103.html</a>   |
| 5 USC 4301, et seq.              | Employee Performance Management<br><a href="http://www4.law.cornell.edu/uscode/5/4301.html">http://www4.law.cornell.edu/uscode/5/4301.html</a>   |
| 18 U.S.C. 1030                   | Computer Fraud and Abuse Act<br><a href="http://www4.law.cornell.edu/uscode/18/1030.html">http://www4.law.cornell.edu/uscode/18/1030.html</a>  |
| 42 USC 7101                      | CHAPTER 84 - DEPARTMENT OF ENERGY<br><a href="http://www4.law.cornell.edu/uscode/42/ch84.html">http://www4.law.cornell.edu/uscode/42/ch84.html</a>   |
| 42 USC 7259b                     | Use of DOE Facilities by Outside Public and Private Agencies, Corporations, Associations, or Other Organizations or by Individuals   |
| CHANGE                           | <a href="http://www4.law.cornell.edu/uscode/42/7259.html">http://www4.law.cornell.edu/uscode/42/7259.html</a>  |
| <b>UNITED STATES PUBLIC LAWS</b> |  |
| PL 83-703                        | Atomic Energy Act of 1954<br><a href="http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr0980/ml022200075-vol1.pdf#pagemode=bookmarks&amp;page=14">http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr0980/ml022200075-vol1.pdf#pagemode=bookmarks&amp;page=14</a>   |
| PL 93-579                        | Privacy Act of 1974<br><a href="http://www.ssa.gov/OP_Home/comp2/F093-579.html">http://www.ssa.gov/OP_Home/comp2/F093-579.html</a>   |
| PL 94-163                        | Energy Policy and Conservation Act<br><a href="http://thomas.loc.gov/bss/d108/d108laws.html">http://thomas.loc.gov/bss/d108/d108laws.html</a>  |

| PUBLICATION                       | TITLE AND CODE   |
|-----------------------------------|--|
| PL 94-553                         | Copyright Revision Act of 1976<br><a href="http://thomas.loc.gov/bss/d108/d108laws.html">http://thomas.loc.gov/bss/d108/d108laws.html</a>  |
| PL 95-91                          | Department of Energy Organization Act<br><a href="http://thomas.loc.gov/bss/d108/d108laws.html">http://thomas.loc.gov/bss/d108/d108laws.html</a>   |
| PL 95-224                         | Federal Grant and Cooperative Agreements Act<br><a href="http://thomas.loc.gov/bss/d108/d108laws.html">http://thomas.loc.gov/bss/d108/d108laws.html</a>  |
| PL 100-235                        | Computer Security Act<br><a href="http://www.fas.org/irp/offdocs/laws/pl100235.htm">http://www.fas.org/irp/offdocs/laws/pl100235.htm</a>   |
| <b>MISCELLANEOUS PUBLICATIONS</b> |  |
| CHRIS TA<br>Users' Manual         | CHRIS Training Administrators USERS' MANUAL<br><a href="http://chris.inel.gov/Training_Admin/CHRIS_TR_Manual/CHRIS_TR_Manual_ch2_part_1.pdf">http://chris.inel.gov/Training_Admin/CHRIS_TR_Manual/CHRIS_TR_Manual_ch2_part_1.pdf</a>   |
| Online Learning<br>Center         | Users' Manual (file attached next page)  |
| FAR 4.804-1                       | Closeout of Contract Files by the Office Administering the Contract<br><a href="http://www.arnet.gov/far/current/html/Subpart_4_8.html#1039025">http://www.arnet.gov/far/current/html/Subpart_4_8.html#1039025</a>   |
| FAR 4.804-5                       | Procedures for Closing Out Contract Files<br><a href="http://www.arnet.gov/far/current/html/Subpart_4_8.html">http://www.arnet.gov/far/current/html/Subpart_4_8.html</a>   |
| FAR 45                            | Government Property<br><a href="http://www.acqnet.gov/far/">http://www.acqnet.gov/far/</a>   |
| FAR 52.246-5                      | Inspection of Services – Cost Reimbursement<br><a href="http://www.acqnet.gov/far/">http://www.acqnet.gov/far/</a>   |
| FTR                               | Federal Travel Regulation w/Amendment 95 (also known as 41 CFR 301 – 304)<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?&amp;c=ecfr&amp;tpl=/ecfrbrowse/Title41/41tab_02.tpl">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?&amp;c=ecfr&amp;tpl=/ecfrbrowse/Title41/41tab_02.tpl</a>   |
| JTR                               | Joint Travel Regulation - Volume 2, Department of Defense Civilian Personnel w/Change 429<br><a href="http://www.firstgov.gov">http://www.firstgov.gov</a>   |
| NFPA                              | Fire Prevention Code<br><a href="http://www.nfpa.org/Codes/index.asp">http://www.nfpa.org/Codes/index.asp</a>  |
| OSHA                              | Worker Right To Know Laws (29 CFR 1910.120)<br><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=972edf8293be4b5bbb9de57170c3f662&amp;rgn=div8&amp;view=text&amp;node=29:5.1.1.1.8.8.33.14&amp;idno=29">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=972edf8293be4b5bbb9de57170c3f662&amp;rgn=div8&amp;view=text&amp;node=29:5.1.1.1.8.8.33.14&amp;idno=29</a> |
| FEOSH                             | DOE's Federal Employee Occupational Safety and Health Program<br><a href="http://tis.eh.doe.gov/feosh/">http://tis.eh.doe.gov/feosh/</a>   |
| USPS                              | US Postal Service Domestic Mail Manual<br><a href="http://pe.usps.gov/text/dmm/G011.htm">http://pe.usps.gov/text/dmm/G011.htm</a>  |
| SSFAS No. 3                       | Accounting for Inventory and Related Property<br><a href="http://www.fasab.gov/standards.html">http://www.fasab.gov/standards.html</a>   |
| SFFAS No. 10                      | Accounting for Internal Use Software<br><a href="http://www.fasab.gov/standards.html">http://www.fasab.gov/standards.html</a>  |
| <b>SITE SPECIFIC DIRECTIVES</b>   |  |
| ORO O 360                         | Employee Education and Training<br><a href="http://www.ornl.gov/doe/doe_oro_dmg/dir3/current/360r3.htm">http://www.ornl.gov/doe/doe_oro_dmg/dir3/current/360r3.htm</a>   |
| Albuquerque                       | Technical Qualification Manual (file attached)   |
| Albuquerque                       | Facility Representative Manual (file attached)   |
| SPRPMO O<br>361.1                 | Training Procedures (file attached)  |
| ID O 120.A                        | General Business Planning Alignment ID (file attached)   |
| ID M 360.a-1                      | ID Technical Qualification Program Manual (file attached)  |
| NV Directives                     | NV Training Program (file attached)  |

| PUBLICATION                            | TITLE AND CODE  |
|--|---|
| <b>OFFICE OF MANAGEMENT AND BUDGET</b> |   |
| OMB Circular<br>A-76                   | Performance of Commercial Activities<br><a href="http://www.whitehouse.gov/omb/circulars">http://www.whitehouse.gov/omb/circulars</a>   |
| OMB Circular<br>A-110                  | Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals,<br>and Other Nonprofit Organizations<br><a href="http://www.whitehouse.gov/omb/circulars">http://www.whitehouse.gov/omb/circulars</a> |



**Online Learning Center Users' Manual :****FORMS**

The following is a list of forms the Service Provider shall use in performance of tasks outlined throughout this Contract.

| <b>FORM</b>                       | <b>TITLE AND CODE</b>   |
|-----------------------------------|---|
| <b>DEPARTMENT OF ENERGY FORMS</b> |   |
| F 1450.5                          | Request for Computer Log-on I.D.<br><a href="http://cio.doe.gov/RBManagement/Business/timeshare/request_for_commercial_timeshari.htm">http://cio.doe.gov/RBManagement/Business/timeshare/request_for_commercial_timeshari.htm</a>   |
| F 1450.5a                         | Certification of Timesharing Log-on I.D. Owner Responsibilities<br><a href="http://directives.doe.gov/pdfs/forms/1450-5a.pdf">http://directives.doe.gov/pdfs/forms/1450-5a.pdf</a>  |
| F 4200.33                         | Procurement Request-Authorization<br><a href="http://directives.doe.gov/pdfs/forms/4200-33.pdf">http://directives.doe.gov/pdfs/forms/4200-33.pdf</a>  |
| F 4200.40                         | Individual Procurement Action Report<br><a href="http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/FinancialAssistance/Financial+Assistance+Forms?OpenDocument">http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/FinancialAssistance/Financial+Assistance+Forms?OpenDocument</a> |
| F 4600.1                          | Notice of Financial Assistance Award<br><a href="http://directives.doe.gov/pdfs/forms/4600-1.pdf">http://directives.doe.gov/pdfs/forms/4600-1.pdf</a>   |
| <b>STANDARD FORMS</b>             |   |
| SF 86                             | Questionnaire for National Security Positions<br><a href="http://www.opm.gov/forms/html/sf.asp">http://www.opm.gov/forms/html/sf.asp</a>  |
| SF 86A                            | Continuation Sheet for Questionnaires SF 86, SF 85P, and SF 85<br><a href="http://www.opm.gov/forms/html/sf.asp">http://www.opm.gov/forms/html/sf.asp</a>   |
| SF 182                            | Request, Authorization, Agreement & Authorization of Training<br><a href="http://contacts.gsa.gov/webforms.nsf/0/639e18970a86830585256a73004c3c05/\$file/sf182.doc">http://contacts.gsa.gov/webforms.nsf/0/639e18970a86830585256a73004c3c05/\$file/sf182.doc</a>              |
| SF 210                            | Signature Card for Certifying Officer<br><a href="http://w3.gsa.gov/web/c/newform.nsf/0/61530304344A5A5185256521004BACB7?OpenDocument">http://w3.gsa.gov/web/c/newform.nsf/0/61530304344A5A5185256521004BACB7?OpenDocument</a>  |

**APPENDIX J: EXISTING TRAINING CONTRACTS**

| <b>CONTRACT<br/>NUMBER<br/>COMPANY</b>  | <b>SERVICES</b>  | <b>LOCATION</b>              | <b>PERIOD OF<br/>PERFORMANCE</b> |
|---|--|------------------------------|----------------------------------|
| GS10F-0225M<br>Task Order ID:<br>DE-AD04-02AL68226<br>Impact Associates                 | Needs assessment, design, development, implementation, evaluation, delivery of training  | NNSA Service Center          | 09/16/02-03/31/04                |
| DE-AC04-2001AL67254<br>Epsilon Systems Solutions, Inc                                   | Training Support Services for updated Website information; written examinations; oral board questions; monthly qualification status reports; implementation and maintenance procedure; FY02 Master Project Plan<br><br>Also includes needs assessment, design, development, implementation, evaluation, delivery of training   | NNSA Service Center          | 10/01/01-01/31/04                |
| GS00K97AFD2125<br>Task Order ID:<br>4TAG89013019<br>Advanced Resource Technologies Inc. | Needs analysis, course catalog, IDP, Tech Training, TQP, administrative support, evaluations, reports,   | Savannah River               | 02/10/03-02/10/08                |
| DE-AC04-02AL67184<br>Technical Design Inc   | Provide full service web-based customer support for training catalogs, registration, classroom schedules, and reports.<br><br>Also provides grounds-keeping duties maintenance of equipment  | NNSI/SO, NNSA Service Center | 01/23/02-01/23/07                |
| DE-AM01-98AD83857<br>Atlantic Management Center, Inc.                                   | Training and training related services to include course design, development, prototype and delivery, evaluation, and ancillary labor and support.   | HQ                           | 03/25/98-03/17/04                |
| DE-AC04-01AL66917<br>Wackenhut Services, Inc  | Provide Safeguards & Security Education and Training, technical support for improving safeguards and security policy and procedures, administrative support<br><br>Also includes facility maintenance, range maintenance and operation, administrative support.<br><br>Also includes other government agencies, international governments, state and local governments | NNSI - Albuquerque           | 06/01-06/04                      |
| DE-C0104SO-20188<br>Computer Sciences Corporation.                                      | Technical, analytical, and administrative support services in classification and control guidance, policy and procedures development, general support  | CTI                          | 12/22/03-06/21/05                |
| DE-AC01-99AD83914<br>Advanced Technology & Laboratories International, Inc              | Training administration for Headquarters DOE Training Office   | HQ                           | 02/10/03-02/10/07                |

| <b>CONTRACT<br/>NUMBER<br/>COMPANY</b>                                  | <b>SERVICES</b>  | <b>LOCATION</b> | <b>PERIOD OF<br/>PERFORMANCE</b> |
|---|--|-----------------|----------------------------------|
| DE-AC01-00EH0010<br>TDI, Inc  | Data systems administration, registration,<br>records, files   | EH              | 01/24/02-01/24/05                |
| DE-AM01-99DP00266<br>TETRA TECH   | Planning, preparation of training programs and<br>activities   | NNSA            | 12/15/98-06/14/04                |
| DE-AM01-99DP00235<br>URS Corp   | Planning, preparation of training programs and<br>activities   | NNSA            | 12/15/98-06/14/04                |
| DE-AM01-99DP00265<br>SAIC   | Planning, preparation of training programs and<br>activities   | NNSA            | 12/15/98-06/14/04                |
| DE-AD26-99FT01104<br>Communications<br>Training Analysis Corp<br>(CTAC) | Administrative support   | EM              | 02/99-12/04                      |
| DE-AM26-99FT40464<br>Subtask No.: 3<br>EG&G                             | Administrative support, data entry, data analysis<br>and information retrieval                                   | NETL            | 03/02/02 - 5/31/04               |
| DE-AK34-01RF02020<br>Task Order<br>DE-AK34-01RF02021<br>Critique, Inc.  | Administrative Support, training records, training<br>histories, course content review, catalogs, CHRIS<br>input | Rocky Flats     | End date 10/06                   |
| DE-AD28-01NT00170   | Technical and management support for DOE's<br>career development program for project<br>managers                 | HQ, OMBE        | 9/2/99 – 12/31/04                |

## **APPENDIX K: CAREER DEVELOPMENT PROGRAMS**

### ***SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM***

In August 2001, one of the outcomes of the Deputy Secretary's Human Capital Summit was a short-term Human Capital initiative to develop a new, Department wide Senior Executive Service Candidate Development Program (SESCDP). The goal of this initiative is to recruit, select, develop, and enable a diverse group of individuals to be eligible for consideration for positions of leadership. The new Department of Energy's Senior Executive Service Candidate Development Program will link to:

- Workforce Restructuring and Succession Planning
- SES Performance Improvement
- Diversity Needs, and
- Mentoring Program Activities

While most Senior Executive Service Candidate Development Programs are geared toward the attainment of the Office of Personnel Management certification of Executive Core Qualifications, and ultimately the attainment of an SES position, one of the primary objectives of the new SESCO program will be to develop its participants to become future Leaders of the Department with OPM certification of participant Executive Core Qualifications a secondary objective of the program. The team of DOE Senior Managers advising the development and implementation of the new DOE SESCO agree that there can be no guarantee of an SES position upon graduation from the program, and/or achieving OPM certification of participant ECQ's.

The DOE SESCO will include common, or Core, training and development activities for all participants, and unique developmental assignments that will achieve the Department's objective of building leaders who are ready to assume key leadership positions within its major mission areas and business lines.

For more detail, see <http://ma.mbe.doe.gov/ME50/Training/index.htm>, HCM Initiatives.

### ***DOE MENTORING PROGRAM***

Mentoring is an effective way to provide professional development and enhance learning in the workplace. The purpose of the Department of Energy's Mentoring Program is to prepare high-potential employees for leadership positions in the Department. The mentoring relationship is a special relationship built on trust, encouragement, and targeted development. A Mentor is a teacher, coach, and advisor who provides guidance and opportunities for learning and professional growth to another employee.

The Department of Energy's (DOE) Mentoring Program is a 12-month program that provides a series of developmental experiences for a number of carefully matched mentoring pairs.

A mentoring relationship is the result of a deliberate pairing of a more skilled and/or experienced person with a lesser skilled and/or experienced person with demonstrated potential. The primary goal of the relationship is the professional growth and development of the less experienced person especially with regard to future management and leadership assignments. Through the mentoring relationship, the Mentor has the opportunity to coach and share experiences and knowledge, which will contribute, to the Protégé's growth. Mentoring relationships will vary according to the needs and interests of the Protégé and the organization. These relationships require time, commitment, and clear plans of action.

The program is designed to foster leadership development, expand employees' knowledge, skills, and abilities, and broaden understanding of DOE and its missions and programs. The Mentoring Program

also aims to help prepare a diverse, high performance workforce that is capable of adapting to the rapidly changing workplace environment. The program features Senior Executive Service (SES) level employees serving as Mentors for a select number of GS-13-15 (or equivalent) level employees (i.e., “Protégés”) who have demonstrated the potential for assuming more challenging roles. Mentoring should be viewed as a critical aspect of each SES’s job responsibilities. The specific objectives of the program are to:

- Establish and institutionalize a Department-wide formal mentoring process;
- Increase the number of senior managers who serve as Mentors;
- Provide a vehicle for employee professional and personal growth;
- Expand/enhance leadership, coaching, and interpersonal skills;
- Encourage development of career plans and goals; and
- Develop a diverse, high performance workforce.

For more detail, see <http://ma.mbe.doe.gov/ME50/Training/HCM/MentoringGuide.pdf>.

### ***PROFESSIONAL SKILLS TRAINING PROGRAM (PS)***

Professional Skills Program supports the Training Delivery and Career Development Business Line in the Office of Training and Human Resource Development, ME-51 by providing effective and high quality training programs to Department of Energy employees in a timely manner. The Program is responsible for the design, development and delivery of competency-based courses to meet critical skill development needs in project management, program management, and acquisition and assistance.

A series of continuing education and interdisciplinary courses are available to present new topics or refresher training. Program offerings include modular course design, and customized, just in time training, for on-site or centralized delivery.

Professional skills training is supported by a performance based, requirements contract for training services and delivery. By partnering with program sponsors, subject matter experts and field organizations to design DOE specific courses, Professional and Technical Skills Programs delivers DOE training courses to more than 8,000 employees nationwide.

In addition to our catalog of course offerings, the Professional and Technical Skills Program can provide a variety of ancillary support services to Headquarters and Field Offices. These services include training needs assessment, competency development, training and development business plans, and evaluation activities.

For more detail, see <http://ma.mbe.doe.gov/ME50/Training/Training Programs/Proskills.pdf>.

### ***ACQUISITION CAREER DEVELOPMENT PROGRAM***

The Acquisition and Assistance series provide introductory, skill-based, and advanced levels of training to enable DOE professionals to effectively perform their procurement functions in support of the DOE Acquisition process. The course treatment is DOE specific, presenting Department-wide approved policies and procedures. Courses may be tailored to fit or add site-specific topics. The curriculum supports professional development and attainment of Acquisition Levels of Certification (I, II, and III) that encompasses both contracting and grants, addressing the variety of methods available under each format for the acquisition of goods and services for the Department.

The Acquisition Management series is designed for procurement personnel. These courses are also valuable for other acquisition personnel in the program and project management functional areas.

See DOE O 361.1, ACQUISITION CAREER DEVELOPMENT PROGRAM, for a more detailed description of the program, which can be found at <http://www.directives.doe.gov/cgi-bin/explhcgi?qry1357635750;doe-109>.

### ***PROGRAM MANAGEMENT***

The Program Management series provide introductory, skill-based and advanced levels of training to enable DOE professionals to effectively perform their programmatic functions in support of the DOE Acquisition process. An overview and specific skill based training for conducting the strategic planning, budgeting, and program execution processes that are necessary to achieve DOE assigned missions; contained activity-based training to introduce and develop specific skills, procedures, and tools necessary to effectively manage DOE programs.

This series provides an understanding of key concepts about how DOE programs are managed; an in-depth look at DOE's planning process; and a working knowledge of the program planning and resource management process. It also helps you understand how the Environment, Safety and Health program crosscuts the outlay programs; offers you an in-depth study of key issues involved in actually managing a program at DOE; and will assist you in understanding and improving your decision making processes.

See DOE O 361.1, ACQUISITION CAREER DEVELOPMENT PROGRAM, Appendix 4, for a more detailed description of the program, which can be found at <http://www.directives.doe.gov/cgi-bin/explhcgi?qry1357635750;doe-109>

### ***PROJECT MANAGEMENT***

The Project Management series provide introductory, skill-based, and advanced levels of training to enable DOE professionals to effectively perform their project management functions in support of the DOE Acquisition process. The course treatment is DOE specific, presenting Department-wide approved policies and procedures. Courses may be tailored to fit or add site- specific topics. The curriculum supports professional development and attainment of Project Management Levels of Certification. Courses in the series present project management in a life-cycle approach, covering those activities, processes, and critical decisions through its five phases: Initiation, Planning, Execution, Acceptance, and Close-out. These courses also provide training on the procedures and tools of project management, including planning and estimating, systems engineering, value engineering, earned value measurement system, financial management, contracting, acceptance testing, and administration.

See DOE O 361.1, ACQUISITION CAREER DEVELOPMENT PROGRAM, Appendix 4, for a more detailed description of the program, which can be found at <http://www.directives.doe.gov/cgi-bin/explhcgi?qry1357635750;doe-109>

### ***GEORGETOWN UNIVERSITY'S GOVERNMENT AFFAIRS INSTITUTE, CAPITOL HILL FELLOWSHIP PROGRAM***

The objective is to gain a hands-on understanding of how the Legislative Branch of Government really works and how Congressional decisions affecting Federal agencies' programs are made.

The Capitol Hill Fellowship Program, administered by the Government Affairs Institute (GAI) at Georgetown University, provides Executive Branch employees with an unparalleled opportunity to serve full-time in assignments with the Congress, gaining hands-on experience in the Legislative Branch. The Fellowship is not a work detail, but a formal training program. Fellows participate in regular training sessions while also performing the duties of a Congressional personal staffer or committee staffer. By completing this Fellowship and taking at least two of GAI's Advanced Series Programs, Fellows will

fulfill two-thirds of the requirements for a certificate in Legislative Studies.

***COMMERCE SCIENCE AND TECHNOLOGY FELLOWSHIP (COMSCI) PROGRAM***

The objective is to provide career, senior level, and Executive Branch employees with an opportunity to study national and international issues relating to the development, application, and management of science and technology.

The ComSci Program is a full-time 10-month executive development opportunity in an Executive or Legislative Branch office for future leaders in science and technology. It provides a hands-on learning experience for participants and enhances their understanding of: technology innovation in relation to national and international economic growth; the relationship of science and technology to Government policies; the organization of scientific and technological activities in the Federal Government; and the technical activities which exist in other executive, legislative and judicial agencies of the Government.

***U.S. DEPARTMENT OF AGRICULTURE (USDA) GRADUATE SCHOOL, CONGRESSIONAL FELLOWSHIP PROGRAM***

The objective is to give senior-level Federal personnel the opportunity to gain an in-depth understanding of Legislative Branch processes and culture.

This full-time one-year or six-month program gives participants the chance to experience Congress from the inside. Each participant is placed in a Congressional office or with committee staff based on a skill matching process by the USDA Graduate School. Care is given to consider both participant interest and the needs of the agency. Participants develop Legislative issues that provide an in-depth understanding of the operations and the specialized terminology of the Hill. Throughout the year each participant is supported with mentoring and educational seminars.

***THE COUNCIL FOR EXCELLENCE IN GOVERNMENT, EXCELLENCE IN GOVERNMENT FELLOWS PROGRAM (A Leadership Development Opportunity)***

The objective is to build the capacity of mid-level Federal managers to lead organizations and produce results by developing strategies for meeting the complex challenges facing their organizations.

This program supports participants in their efforts to build customer-focused, results-oriented Government organizations, providing them with opportunities to challenge old ways of doing business while discovering new ways of achieving results. While continuing in their current jobs, Fellows will participate in workshops, benchmarking site visits to corporations and government organizations, seminars, and team meetings to explore the components of effective leadership. Fellows can anticipate approximately 150 hours in formal sessions and 100 hours preparing for these events.

***THE BROOKINGS INSTITUTION GOVERNMENT AFFAIRS INSTITUTE, LEGIS FELLOWS PROGRAM***

The objective is to give executives and managers exposure to and a working knowledge of the operations of Congress.

Since 1979, the LEGIS Fellows Program has been providing Executive Branch personnel with the opportunity to serve in assignments in the Legislative Branch. This program is designed for executives and managers whose current or prospective positions may require working knowledge of the operations of Congress. The LEGIS Fellows receive instruction and hands-on experience on Capitol Hill through

training and development activities.

***THE MANSFIELD CENTER FOR PACIFIC AFFAIRS AND THE U.S. INFORMATION AGENCY,  
MIKE MANSFIELD FELLOWSHIP PROGRAM (An International Professional Development  
Opportunity)***

The objective is to enable U.S. Federal Government employees to learn Japanese and gain a substantial personal knowledge about the government of Japan by working long-term in placements in Japanese government offices.

This two-year program was created by the U.S. Congress in 1994 to build a corps of U.S. Federal Government employees who can be an asset to their U.S. agencies on Japan-related policies and programs. After a first year of rigorous language and area studies training in the United States followed by a year working in placements in Japanese government offices, it is anticipated that Fellows, who are required to serve at least two additional years in the Federal Government, will work on projects involving Japan issues. The continuous services agreement, requiring Federal employees to continue in service for a period equal to three times the length of the training period, does not apply.

***HARVARD UNIVERSITY, SENIOR EXECUTIVE FELLOWS PROGRAM***

The objective is to help participants develop integrated skills of strategy and leadership and to provide participants with practical effective tools needed to adopt a strategic leadership role enabling them to look at issues from new perspectives and generate a wider range of possible solutions.

This program provides participants with a strategic approach to problem-solving. It helps them identify and analyze challenges and opportunities facing the organization; develop strategic plans of action using communication, negotiation and coalition-building skills; manage the tensions between long-term policy goals and short-term political pressures; and create an organization environment that is responsive to change.

***NATIONAL SECURITY STUDIES PROGRAM (NSSP)***

The objective of these four programs is to offer intensive graduate-level education designed to broaden participant perspectives in the national security area and to enhance analytical and decision making skills. All four programs award master's degrees upon successful completion.

The Industrial College of the Armed Forces, located at Ft. McNair, focuses on senior level management of resources for national security. The curriculum consists of interrelated courses presented in a balanced mix of seminars and lectures, and employs the case study method, complemented by extensive student reading, written and oral presentations, classroom analysis, lectures, and a field study program.

The National War College, located at Ft. McNair, is the premier educational institution where the academic program is specifically designed for a student body already highly experienced and successful in military and civilian professions devoted to the design and application of different facets of national security. The curriculum is formed by a series of interconnected core courses complemented by regional and advanced studies seminars.

College of Naval Warfare Program, located in Newport, Rhode Island, is a senior-level service college which primarily focuses on national security policy and strategy; national security decision-making; and joint military operations. Students pursue studies in three core subject area: National Security Decision Making, Strategy and Policy, and Joint Military Operations. Lectures and presentations are delivered by



distinguished military and civilian leaders, and conferences and symposia are conducted each academic year.

College of Naval Command and Staff, located in Newport, Rhode Island, is an intermediate-level service college which provides an initial opportunity for professional military education. Its primary focus is National Security Policy and Strategy; National Security Decision-Making, and Joint Military Operations. Lectures and presentations are delivered by distinguished military and civilian leaders. Conferences and symposia are conducted during each academic year. These programs afford students and faculty opportunities for stimulating encounters with leaders from both the professional and academic communities.

### ***DOE EXECUTIVE POTENTIAL PROGRAM (GS-13 to GS-15)***

The objective is to provide a foundation of management training and developmental experiences to facilitate the transition into management

Major components of this program, in addition to four weeks of residential training sessions/seminars, mentoring, a team benchmarking activity, and an experiential learning team project, include Developmental Assignments, Shadowing Assignment, and Executive Interviews.

### ***DOE EXECUTIVE LEADERSHIP PROGRAM FOR MID-LEVEL EMPLOYEES (GS-11 to GS-13)***

The objective is to develop competencies needed to assume positions as team leaders, supervisors, or managers.

Major components of this program, in addition to five weeks of residential training sessions/seminars, mentoring, management readings, a team benchmarking activity, a program impact paper, and a leadership development team activity, include Developmental Assignments, Shadowing Assignment, and Executive Interviews.

### ***DOE NEW LEADER PROGRAM (GS- 7 to GS-11)***

The objective is to prepare high potential employees for leadership positions by enhancing communication, problem solving, leadership, and interpersonal skills.

Major components of this program, in addition to three one-week residential training sessions/seminars, two management readings, a program impact paper, and learning team activities, include Developmental Assignments, Shadowing Assignment, and Executive Interviews.

### ***DOE ASPIRING LEADER PROGRAM (GS- 5/6/7)***

The objective is to prepare federal employees in one-grade interval technical, administrative, and support positions to be team leaders and supervisors by strengthening basic competencies in managerial skills including problem solving, oral and written communication, interpersonal skills, and self-direction.

Major components of this program, in addition to three one-week residential training sessions/seminars, two management readings, a program impact paper, and leadership development team activities include Developmental Assignments, Shadowing Assignment, and Executive Interviews.

### ***CAREER INTERN PROGRAM (CIP)***

The objective is to maximize use of new hiring authorities and pay flexibilities to attract and retain highly qualified, diverse technical and professional personnel. It provides work and developmental training experiences that show a broad overview of the breadth, complexity and importance of DOE's mission. A new dual-track feature allows participants to initially take common core training as a group with subsequent training divided into technical (scientific and engineering) and business (administrative/management) tracks according to the participants' target positions.

The program provides an orientation with an overview of Federal government and DOE operations, centrally funds common core training with separate training tracks for technical (scientific and engineering) and business (administrative/management) career paths, requires Individual Development Plan for each participant, strongly encourages and incorporates the use of web-based training within the program through the DOE OnLine Learning Center, provides specific work and training assignments through the Field/Program Offices, requires a minimum of one 30-day rotational assignment(s) in headquarters or field offices, laboratories and/or contractor organizations, and provides for the assignment of an individual, trained mentor to each participant.

### ***TECHNICAL QUALIFICATION PROGRAM (TQP)***

The TQP establishes a process to objectively determine that individuals performing activities related to the technical support, management, oversight, or operation of defense nuclear facilities possess the necessary knowledge, skills, and abilities to perform their assigned duties and responsibilities.

The TQP specifically applies to DOE technical employees whose duties and responsibilities require them to provide assistance, guidance, direction, oversight, or evaluation of contractor activities that could impact the safe operation of a defense nuclear facility. This includes personnel designated as Senior Technical Safety Managers and employees on detail or temporary assignment. TQPs may be established for other Departmental employees with safety, health, and environmental responsibilities for facilities and programs to ensure that they have the required competencies to perform their duties effectively.

**APPENDIX L: RECOMMEND POSITIONS FOR COST COMPARISON STUDY**

| <b>Office</b>                    | <b>Impacted Position</b>          | <b>By Site</b> |
|----------------------------------|-----------------------------------|----------------|
| Civilian Radioactive Waste (DC)  | Management Analyst                | 1              |
| Environment Safety & Health (DC) | Supervisory Training Specialist   | 5              |
|                                  | Physical Scientist                |                |
|                                  | Training Specialist               |                |
|                                  | Training Technician               |                |
|                                  | Program Assistant                 |                |
| Environmental Mgmt (DC)          | Training Technician               | 2              |
| Idaho                            | Senior Human Resources Specialist | 8              |
|                                  | Human Resources Specialist        |                |
|                                  | General Engineer                  |                |
|                                  | Human Resources Assistant         |                |
|                                  | Security Specialist               |                |
|                                  | Physical Scientist                |                |
| Environmental Mgmt Ohio          | Training Manager                  | 3              |
|                                  | Human Resources Specialist        |                |
| Rocky Flats (CO)                 | Program Manager                   | 5              |
|                                  | Training Specialist               |                |
|                                  | General Engineer                  |                |
| Environmental Mgmt Richland (WA) | General Engineer                  | 5              |
|                                  | Physical Scientist                |                |
|                                  | Human Resources Specialist        |                |
|                                  | Lead Management Analyst           |                |
| Savannah River (SC)              | Lead Human Resources Specialist   | 8              |
|                                  | Human Resources Specialist        |                |
| Fossil Energy (DC)               | Management Analyst                | 2              |
|                                  | Program Assistant                 |                |
| NETL (PA)                        | Human Resources Specialist        | 2              |
|                                  | Human Resources Assistant         |                |
| SPRO (LA)                        | Employee Development Specialist   | 1              |
| Nuclear Energy (DC)              | Administrative Specialist         | 1              |

| Office  | Impacted Position               | By Site |
|---|---------------------------------|---------|
| NNSA Albuquerque (NM)                                       | Program Manager                 | 11      |
|   | Program Analyst                 |         |
|   | General Engineer                |         |
|   | Team Leader                     |         |
|   | Facility Manager                |         |
|   | Human Resources Specialist      |         |
|   | General Clerk                   |         |
| NNSA Nevada   | Team Leader                     | 4       |
|   | Training Specialist             |         |
| NNSA Oakland (CA)   | General Engineer                | 5       |
|   | Human Resources Specialist      |         |
|   | Human Resources Assistant       |         |
|   | Clerk                           |         |
| Y-12 (Oak Ridge, TN)  | General Engineer                | 1       |
| OSTI (TN)   | Human Resources Specialist      | 1       |
| Office of Science (DC)                                      | Program Specialist              | 1       |
| Chicago (IL)<br>Including Brookhaven Area Office, Upton, NY | Lead Human Resources Specialist | 4       |
|   | Human Resources Specialist      |         |
|   | Human Resources Assistant       |         |
|   | Project Manager                 |         |
| Oak Ridge (TN)  | Lead Training Administrator     | 5       |
|   | Training Specialist             |         |
|   | Human Resources Specialist      |         |
| Security (DC)   | Program Analyst                 | 1       |
| NNSI-SO (AL)  | Lead Security Specialist        | 5       |
|   | Program Analyst                 |         |
|   | Operations Manager              |         |
| CTI-SO (DC)   | General Engineer                | 2       |

| Office    | Impacted Position                           | By Site |
|-----------|---|---------|
| OMBE (DC) | Supervisory Employee Development Specialist | 24      |
|           | Program Manager                             |         |
|           | Management Analyst                          |         |
|           | Employee Development Specialist             |         |
|           | General Engineer                            |         |
|           | E- Learning Technologist                    |         |
|           | Project Specialist                          |         |
|           | Administrative Support Specialist           |         |
|           | Student Trainee                             |         |
|           | Human Resources Assistant                   |         |
|           | Secretary                                   |         |
|           | Project Manager                             |         |
|           | Program Analyst                             |         |
| NNSA (DC) | Management Analyst                          | 3       |
|           | Program Specialist                          |         |
|           | Program Assistant                           |         |
| Total     |   | 110     |

## APPENDIX M: SAMPLE TECHNICAL QUALIFICATION CARD

| Competency   | Competency Completion Verification Method (Oral checkout, Equivalency, etc.)  | Competency Achieved (Verification signature and date of Supervisor or SME) |
|--|---|--|
| 1. Personnel shall demonstrate a familiarity level knowledge of basic nuclear theory and principles.   | <b>Equivalency:</b> Mr. Doe has a masters degree in Nuclear Engineering from MIT, was a qualified engineer in the Navy Nuclear power program, held a Senior Reactor Operator license from the NRC, and is qualified Rad Worker II.  |  |
| 2. Personnel shall demonstrate a familiarity level knowledge of the basic fission process and results obtained from fission.                             | <b>Equivalency:</b> Mr. Doe has a masters degree in Nuclear Engineering from MIT, was a qualified engineer in the Navy Nuclear power program, held a Senior Reactor Operator license from the NRC, and is qualified Rad Worker II.  |  |
| 3. Personnel shall demonstrate a familiarity level knowledge of radiological controls and theory.  | <b>Equivalency:</b> Mr. Doe has a masters degree in Nuclear Engineering from MIT, was a qualified engineer in the Navy Nuclear power program, held a Senior Reactor Operator license from the NRC, is qualified Rad Worker II, and was the Radiological Protection Manager at the Monticello Nuclear Station.   |  |
| 4. Personnel shall demonstrate a familiarity level knowledge of contamination control and theory.  | <b>Equivalency:</b> Mr. Doe has a masters degree in Nuclear Engineering from MIT, was a qualified engineer in the Navy Nuclear power program, held a Senior Reactor Operator license from the NRC, is qualified Rad Worker II, and was the Radiological Protection Manager at the Monticello Nuclear Station.   |  |
| 5. Personnel shall demonstrate a familiarity level knowledge of basic radiation detection methods and principles.  | <b>Equivalency:</b> Mr. Doe has a master's degree in Nuclear Engineering from MIT, was a qualified engineer in the Navy Nuclear power program, held a Senior Reactor Operator license from the NRC, and was in charge of nuclear instrument systems at the Monticello Nuclear Station.  |  |
| 6. Personnel shall demonstrate a familiarity level knowledge of the requirements documents for radiological control practices, procedures, and limits.   | <b>Equivalency:</b> Mr. Doe has a masters degree in Nuclear Engineering from MIT, was a qualified engineer in the Navy Nuclear power program, held a Senior Reactor Operator license from the NRC, is qualified Rad Worker II, was the Radiological Protection Manager at the Monticello Nuclear Station and is highly knowledgeable in 10CFR835, Occupational Radiation Protection, and DOE Order 5400.5, Radiation protection of the Public and Environment |  |
| 7. Personnel shall demonstrate a familiarity level knowledge of the sources and types of radioactive and hazardous waste associated with DOE facilities. | <b>Equivalency:</b> Mr. Doe was the Chemistry Manager and the Environmental Manager at the Monticello Nuclear Station and has much experience with DOE wastes at ORP.   |  |

| Competency  | Competency Completion Verification Method (Oral checkout, Equivalency, etc.)   | Competency Achieved (Verification signature and date of Supervisor or SME) |
|---|--|--|
| 8. Personnel shall demonstrate a familiarity level knowledge of orders, standards, and regulations related to environmental protection, restoration, and waste management issues. | <b>Equivalency:</b> Mr. Doe was the Chemistry Manager and the Environmental Manager at the Monticello Nuclear Station and has experience with DOE wastes at ORP.   |  |
| 9. Personnel shall demonstrate a familiarity level knowledge of the purpose and content of 29 CFR 1910.120, <i>Hazardous Waste Operations and Emergency Response</i> .            | <b>Equivalency:</b> Mr. Doe is a qualified hazardous waste operator.   |  |
| 10. Personnel shall demonstrate a familiarity level knowledge of potential personal and organizational liability associated with the Federal Facilities Compliance Act (FFCA)     | <b>Equivalency:</b> Mr. Doe is very familiar with these requirements as a result of his current assignment in ORP management.  |  |
| 11. Personnel shall demonstrate a familiarity level knowledge of the Department's philosophy and approach to implementing Integrated Safety Management.                           | <b>Equivalency:</b> Mr. Doe has been deeply involved with the ISMS program at ORP.   |  |
| 12. Personnel shall demonstrate a familiarity level knowledge of the Occupational Safety and Health Act (OSHA) necessary to identify safe/unsafe work practices.                  | <b>Equivalency:</b> Mr. Doe was the Safety Officer on a submarine and was responsible for the Safety Departments at three commercial nuclear power plants.   |  |
| 13. Personnel shall demonstrate a familiarity level knowledge of Fire Safety for Department facilities necessary to identify safe/unsafe work practices.                          | <b>Equivalency:</b> Mr. Doe has experience as the General Engineering Manager at the Columbia Generating Station and held an SRO license at the Monticello nuclear plant.  |  |
| 14. Personnel shall demonstrate a familiarity level knowledge of industrial hygiene principles.   | <b>Equivalency:</b> Mr. Doe was the Chemistry Manager and conducted hazardous materials training at the Monticello nuclear plant, was responsible for the Industrial Hygiene Department at Columbia Generating Station, and is HAZWOPER qualified. |  |
| 15. Personnel shall demonstrate a familiarity level knowledge of the principles of Conduct of Operations and relate these principles to an operational environment.               | <b>Equivalency:</b> Mr. Doe has extensive knowledge from being the Operations Manager at the Monticello nuclear plant, and being Chief Nuclear Officer at the Cooper Nuclear Station, and being Assistant Manager for Operations (AMO) at ORP.     |  |
| 16. Personnel shall demonstrate a familiarity level knowledge of DOE Order 232.1, Occurrence Reporting and Processing of Operations Information.                                  | <b>Equivalency:</b> Mr. Doe has extensive knowledge in occurrence report follow-up and closure actions in his duties as AMO at ORP.  |  |
| 17. Personnel shall demonstrate a familiarity level knowledge of DOE Order 414.1A, <i>Quality Assurance</i> .   | <b>Equivalency:</b> Mr. Doe has completed training classes QAT172, ORP QA Program Description and RPP quality Policy, and QAT173, ORP QA Awareness Briefing Summaries.   |  |

| Competency   | Competency Completion Verification Method (Oral checkout, Equivalency, etc.)   | Competency Achieved (Verification signature and date of Supervisor or SME) |
|--|--|--|
| 18. Personnel shall demonstrate a familiarity level knowledge of DOE Order 5480.21, <i>Unreviewed Safety Questions</i> .   | <b>Equivalency:</b> Mr. Doe was responsible for changing the recently updated ORP and RPP procedures on USQ.   |  |
| 19. Personnel shall demonstrate a familiarity level knowledge of the Technical Safety Requirements as described in Department of Energy (DOE) Order 5480.22, <i>Technical Safety Requirements</i> , and Department of Energy (DOE) Order 5480.23, <i>Nuclear Safety Analysis Reports</i> , and Code of Federal Regulations (CFR) 10 CFR 830 Subpart B, <i>Nuclear Safety Management Design</i> . | <b>Equivalency:</b> Mr. Doe was responsible for the recent completion of the rewriting, reviewing and approving of the ORP Documented Safety Analysis utilizing all of these orders. |  |
| 20. Personnel shall demonstrate a familiarity level knowledge of DOE Order 420.1, <i>Facility Safety</i> .   | <b>Equivalency:</b> Mr. Doe was responsible for the recent completion of the rewriting, reviewing and approving of the ORP Documented Safety Analysis utilizing this order.          |  |

General Technical Base Qualification Standards

I have reviewed the TQP and understand/concur with its commitments.

I have completed all activities as outlined in the TQP.

|  |      |           |      |
|--|------|-----------|------|
| Candidate  | Date | Candidate | Date |
| <div> <div>Final Approval Sign Off</div> <div> <div>1<sup>st</sup> Level Supervisor Sign Off: _____ Date: _____</div> <div>2<sup>nd</sup> Level Supervisor Sign Off: _____ Date: _____</div> </div> </div> |      |           |      |
| <div> <div>HRM Administrative Review</div> <div> <div>HRM TQP Coordinator: _____ Date: _____</div> </div> </div>   |      |           |      |